



Hoardings and Scaffolding Guidelines

November 2022





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THE GUIDELINES

The Hoardings and Scaffolding Guidelines (Guidelines) support Canterbury-Bankstown Council's (Council) Hoardings and Scaffolding Policy (Policy). These Guidelines are to be read in conjunction with the Policy.

Council is committed to public safety by ensuring temporary structures erected on public places are designed and installed to allow for the safe movement of vehicles and pedestrians, and the protection of public infrastructure, while minimising the impact on the City's visual appearance.

PURPOSE

The Guidelines outline the technical requirements for the construction of a temporary structure erected on, adjacent to, or above public place across the Canterbury-Bankstown Local Government Area (LGA). It relates to approvals required under s68 and s94 of the *Local Government Act 1993* (NSW) and s138 and s139 of the *Roads Act 1993* (NSW).

The Guidelines provide information to applicants so as to:

- Ensure the protection of public infrastructure, footways, road carriageways and other public spaces from the hazards of work sites;
- Ensure activities on work sites do not obstruct the safe use of public footways, road carriageways and other public spaces; and
- Enforce the erection of temporary structures when carrying out non-construction related activities such as cleaning, repairing or maintenance works associated with properties adjacent to a public footway, road carriageway and other public spaces.

These Guidelines do not address site perimeter fencing located wholly within a property allotment as it does not require approval if related to approved development or building activity that is exempt development. In these circumstances, fencing must comply with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

1. GENERAL REQUIREMENTS

- 1.1. Hoardings are designed to protect the public from the hazards of adjacent construction, excavation or demolition works. All building sites within the LGA must be secured in order to prevent unauthorised personnel from entering, and to provide safe access in accordance with current work, health and safety legislative requirements.
- 1.2. Hoardings shall be designed in accordance with the design requirements and specifications stipulated in this Guideline, primarily consisting of a Type A or Type B Hoarding. The type of hoarding required is dependent on the location, nature of the proposed construction work and subject to the assessment of submitted documentation to Council.
- 1.3. Hoardings must be erected to isolate the location proposed to construct, demolish or carry out façade remedial works or maintenance to a building adjoining the road reserve or other public places.



- 1.4. Where a temporary structure is erected on a classified road, the applicant must seek an agreement with Transport for NSW (TfNSW) as per s38(2) of the *Roads Act 1993*. A list of classified roads is available on the TfNSW website.

2. DESIGN REQUIREMENTS FOR TYPE A HOARDINGS

- 2.1. A Type A Hoarding is typically a barrier fence comprising of a structural frame of timber or steel, covered with water-resistant plywood sheet panels or other approved material which separates the work site from Council's road reserve (**See Figures 1-4**). For mobile worksites, other types of barrier fencing (e.g. temporary fencing) can be utilised at Council's discretion.
- 2.2. Type A Hoardings must be constructed where demolition, building, maintenance or other works are being carried out on a building adjacent to or within 3600mm setback from any public place.

2.3. **Type A Hoarding panels are required to be:**

- A minimum height of 2000mm;
- Constructed of minimum 17mm thick structural plywood panels of approximately 1200mm wide sheets.
- Fixed flush and evenly (not overlapped) and securely fixed with no protruding elements, such as bolts or nails.
- Secured using adequate bracing systems and counterweights located wholly within the work site.

Other forms of solid durable material will be considered and subject to review and approval by Council.

- 2.4. For areas of Council's road reserve with full width concrete footpath or foot paving sections:
- A minimum width of 1500mm accessible footpath is to be clear to allow for continued pedestrian passage;
 - If the minimum width cannot be achieved, a Traffic Control Plan will need to be submitted and reviewed for approval showing alternative safe pedestrian routes and appropriate signage, subject to Council's discretion.
 - These are typically located in town centres and high-risk zones.

See Appendix for further information on land zone categories. Council reserves the right to deem what is considered low-risk and high-risk zones in circumstances that lie outside the land zone categories listed in Appendix.

- 2.5. For areas of Council's road reserve without full width concrete footpath or foot paving sections:
- The hoarding may encroach to the extent of the nature strip section between the Street Boundary line and concrete footpath section. The footpath section is to be left accessible for pedestrians without any obstructions for the duration of hoarding period;
 - Where the footpath section abuts the street boundary line, the minimum accessible footpath width must be 1200mm which is to be maintained for the duration of the hoarding period without any obstructions.
 - In circumstances where the hoarding is required to extend onto the footpath, a Traffic Control Plan showing alternative safe pedestrian routes and appropriate signage must be submitted and reviewed for approval.



- Encroachment of proposed building works on the road reserve should be minimised to ensure that adequate spacing is provided for the safety and convenience of pedestrians.
- These are typically located in low-risk residential areas and industrial areas.

See Appendix for further information on land zone categories. Council reserves the right to deem what is considered low-risk and high-risk zones in circumstances that lie outside the land zone categories listed in Appendix.

- 2.6. At the discretion of Council, a minimum width of 1800mm (obstruction free) accessible footpath may be required to allow for two wheelchair users to pass one another in highly trafficked pedestrian areas and/or high-risk areas.
- 2.7. Hoardings must not obstruct the operation of vehicular footway crossings or the view of traffic signals, cameras and signage.
- 2.8. Type A Hoardings generally must not interfere with the structural integrity of any street trees on the road reserve. However, in cases where it is unavoidable, interference with street trees will be subject to Council's assessment, approval and/or conditions.
- 2.9. In special circumstances, temporary fencing will be considered as a form of Type A Hoarding for mobile or isolated work sites subject to Council's assessment, approval and/or conditions.

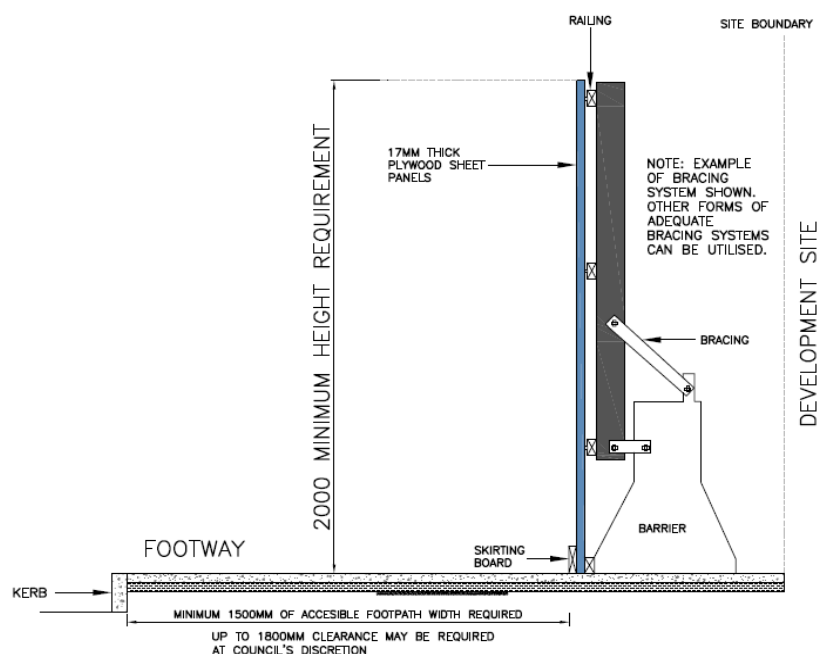


Figure 1: Diagram showing typical Type A Hoarding set up with full width concrete footpath section.

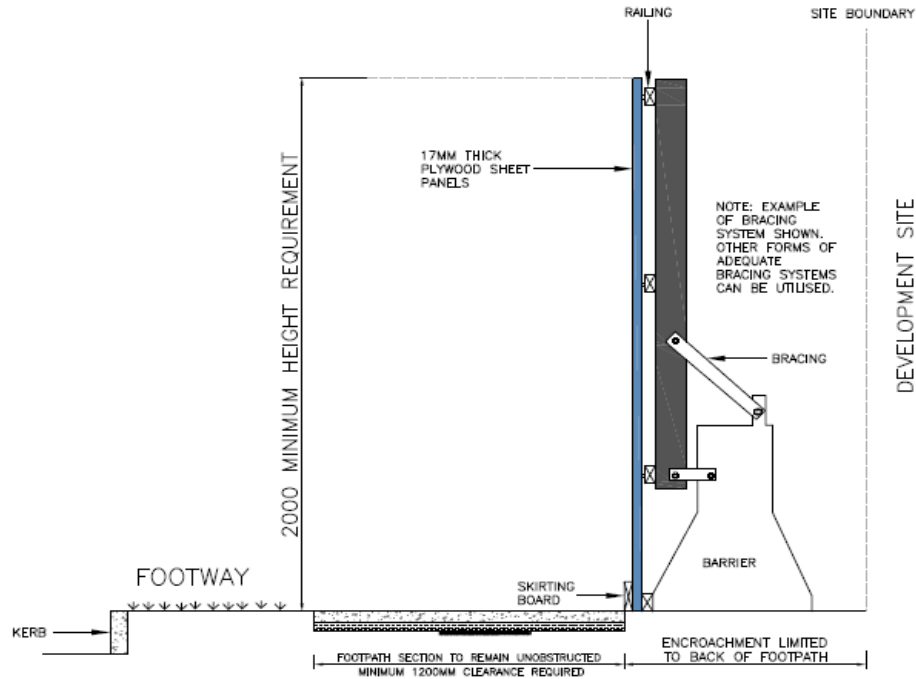


Figure 2: Diagram showing typical Type A Hoarding set up with concrete footpath and grass verge

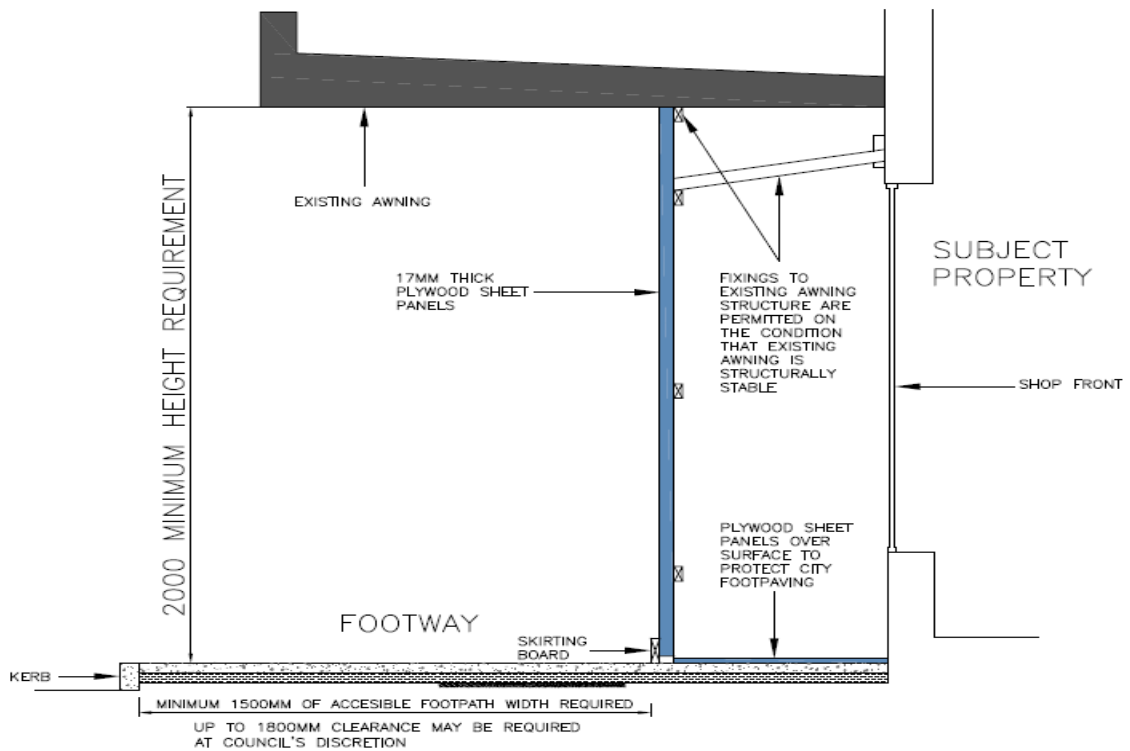


Figure 3: Diagram of typical Type A Hoarding set up for shop front



Figure 4: Photo showing Type A Hoarding on Road Reserve with concrete footpath and grass verge

3. DESIGN REQUIREMENTS FOR TYPE B HOARDINGS

- 3.1. Type B Hoarding are typically a prefabricated modular steel gantry structure installed and assembled in segments to form an integrated overhead protective structure allowing pedestrians and vehicles to pass safely beneath the temporary structure (**See Figures 5-13**). It can either be stand alone or associated with site sheds or site offices. The design requirements apply for both low-risk and high-risk zone (See Appendix).
- 3.2. Type B hoardings must be erected where demolition, construction, maintenance or other works are being carried out on a building:
 - Where material is being hoisted over or across a public footway, roadway or other public places; or
 - Have a rise of three or more storeys (or 7500mm or greater in height) above a public footway, roadway or the other public places, where these works are adjacent to or within 3600mm setback of a public place.
- 3.3. Type B Hoardings must be secured using counterweights and adequate bracing systems to provide stability to the hoarding structure, especially where sheds are installed onto deck platforms.
- 3.4. Type B Hoardings are to have a minimum clearance distance of 300mm from the outer face of the kerb to any part of the structure or any part attached to it.



- Where the Hoarding structure is situated on a classified road, a greater minimum clearance distance may be required as per TfNSW requirements. If this distance is greater than 400mm, pedestrian access between the structure and the kerb is to be blocked off at each end.

3.5. Type B Hoardings must have a minimum overhead clearance of 2200mm to any bracing, beams, lightings or any other part of the structure. Further height clearances will need to be considered for service vehicles (e.g. waste trucks) entering and exiting the underpass.

3.6. A minimum accessible footway width of 1500mm must be maintained underneath any overhead protective structures to allow for continuous pedestrian access without any obstructions. If this cannot be achieved, a traffic control plan is required and must be submitted to Council showing alternative safe pedestrian detours.

In areas with concrete footpath and grass verge sections, the concrete footpath section is to remain unobstructed and a minimum accessible footpath width of 1200mm is required. If this cannot be achieved, a traffic control plan is required and must be submitted to Council showing alternative safe pedestrian detours.

3.7. At the discretion of Council, a minimum width of 1800mm (obstruction free) accessible footpath may be required to allow for two wheelchair users to pass one another in highly trafficked pedestrian areas and/or high-risk zones.

3.8. Type B Hoardings that span over a roadway (**See Figures 8 and 9**):

- Must have a minimum height clearance of 4500mm, measured from any point on the roadway surface vertically to the underside of any part of the overhead protective structure. This clearance refers to vehicles in transit only. Additional clearance may be required for on-loading or off-loading under the hoarding span. Lower height clearances may be considered, and subject to Council's discretion.
- Must span the full width of the roadway, including providing column setbacks of at least 300mm on either side of the roadway. This clearance refers to vehicles in transit only. Additional clearance setbacks may be required for areas where vehicles are required to pull over to the kerb adjacent the hoarding structure.

In circumstances where the hoarding structure is not able to span over the full width of the roadway, further merit-based assessment will be required of the proposed hoarding structure setup, provided that minimum of 3000mm roadway width is achieved.

- Generally, a minimum 1500mm accessible footpath width is to be provided on either side of the hoarding. If this cannot be achieved, a traffic control plan is required to be submitted to Council showing alternative safe pedestrian detours.



3.9. Where pedestrians have access under overhead protective structures, the deck platforms must be made waterproof. The decking should have a fall of at least 2 degrees to the horizontal to channel run-off water onto the work site (run-off must not fall towards the road reserve).

3.10. Uprights must not be inserted directly into roadway or footway surfaces, or located on the kerb section. Instead, they must be secured using sole plates, and have a minimum 300mm clearance from the outer face of the kerb. For Type B Hoardings that are spanning over the roadway, refer to clause 3.7).

Any damage or alterations to the footway or road reserve sections for the purpose of securing uprights are to be restored to original conditions. Council will recover the costs associated with restoration works.

3.11. Type B Hoardings must not interfere with the structural integrity of any street trees on Council's road reserve. In cases where it is unavoidable, interference with street trees will be subject to Council's approval and/or conditions.

3.12. Typically, Type B overhead protective structures constructed of pipe scaffolding or created using structures such as converted shipping containers in town centres and areas of high pedestrian traffic will not be permitted. The use of these structures in low-risk areas may be considered, subject to Council's discretion.

3.13. The structure must be structurally adequate and the design must be certified by a qualified structural engineer and a certificate supplied to Council.

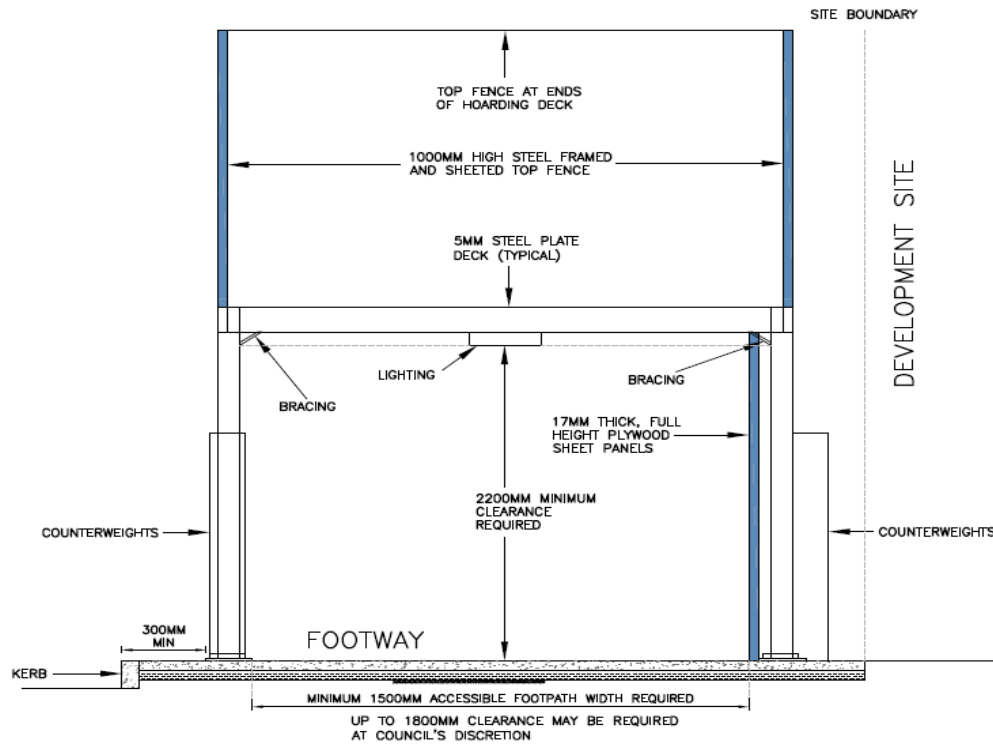


Figure 5: Diagram of Typical Cross Section for Type B Hoarding with full width concrete Footpath

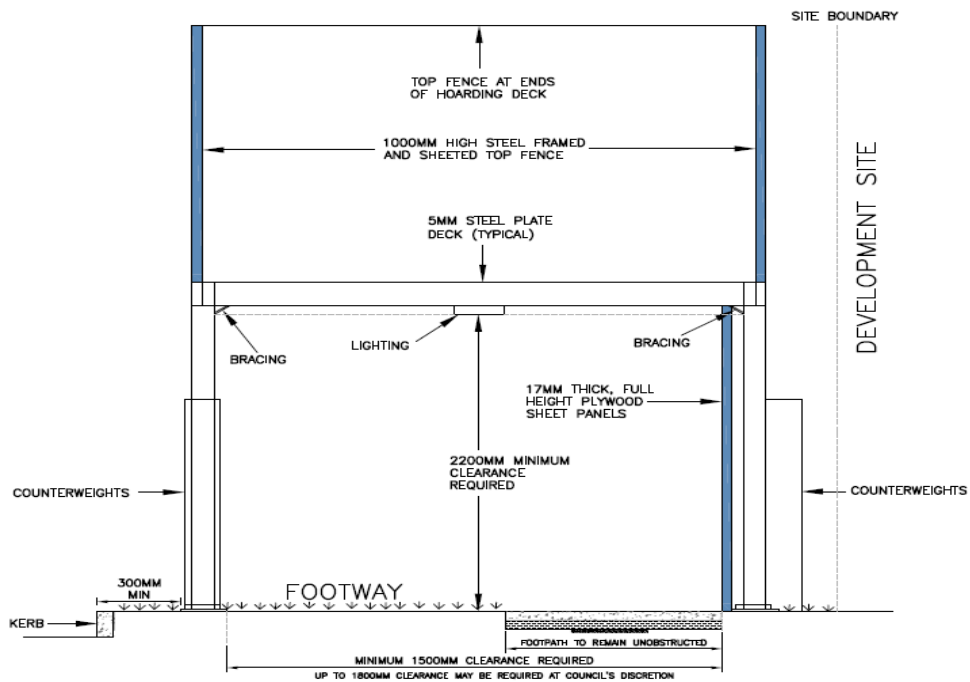


Figure 6: Diagram of Typical Cross Section for Type B Hoarding with concrete Footpath and grass verge



Figure 7: Photo showing Type B Hoarding over Council's Footway

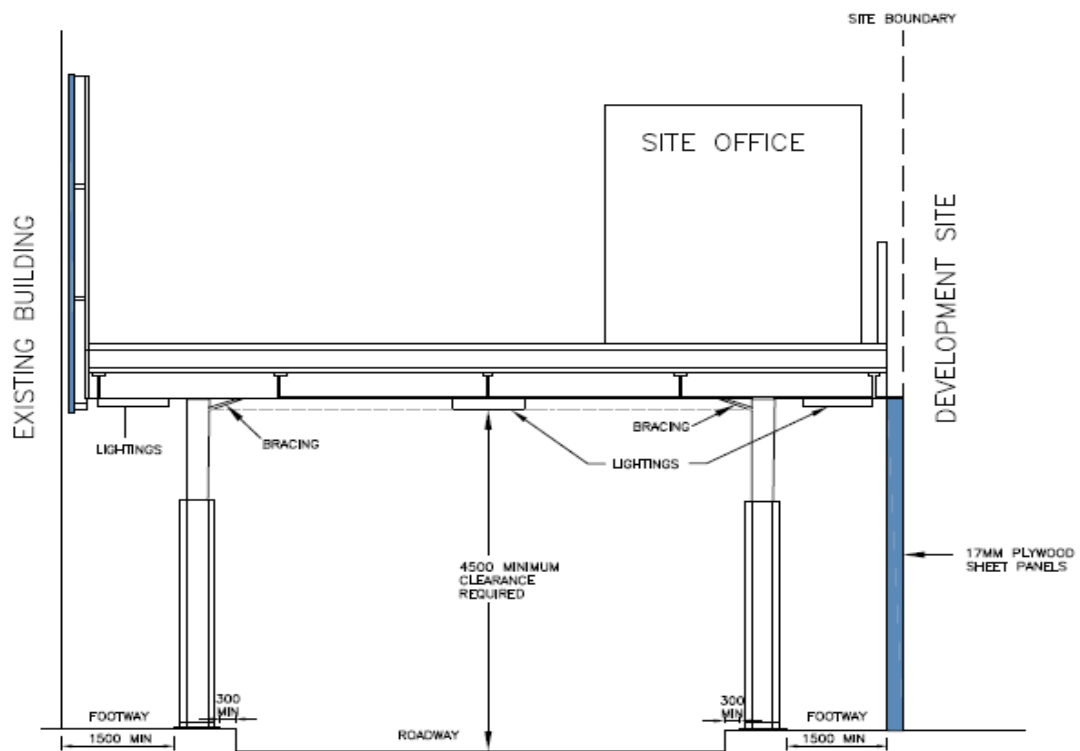


Figure 8: Diagram of Type B Hoarding erected over Roadway



Figure 9: Photo showing Type B Hoarding erected over Council's Road reserve

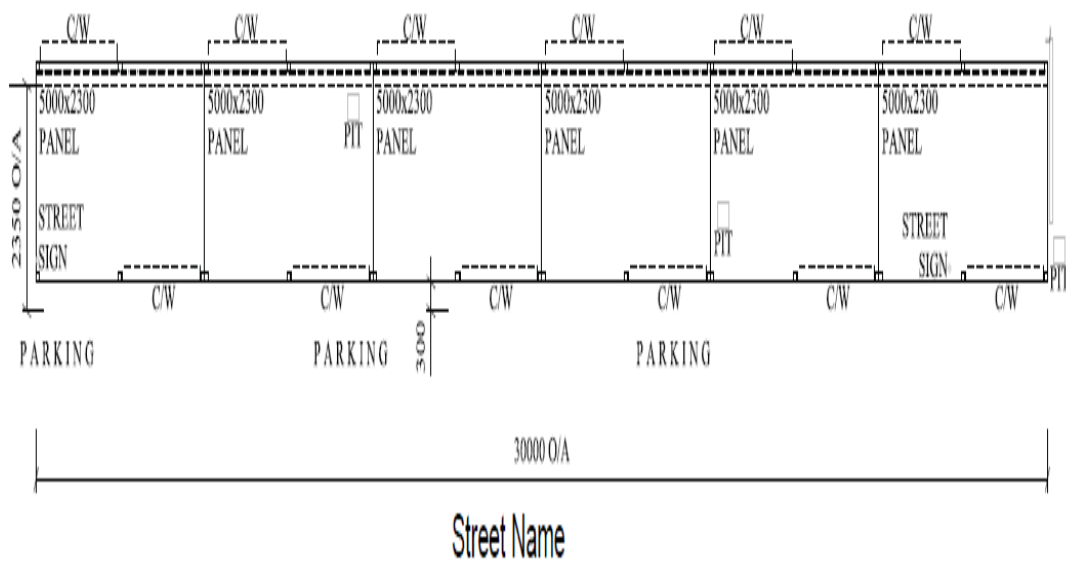


Figure 10: Diagram of typical Site Plan for Type B Hoarding. Representation of typical layout, **indicative only**

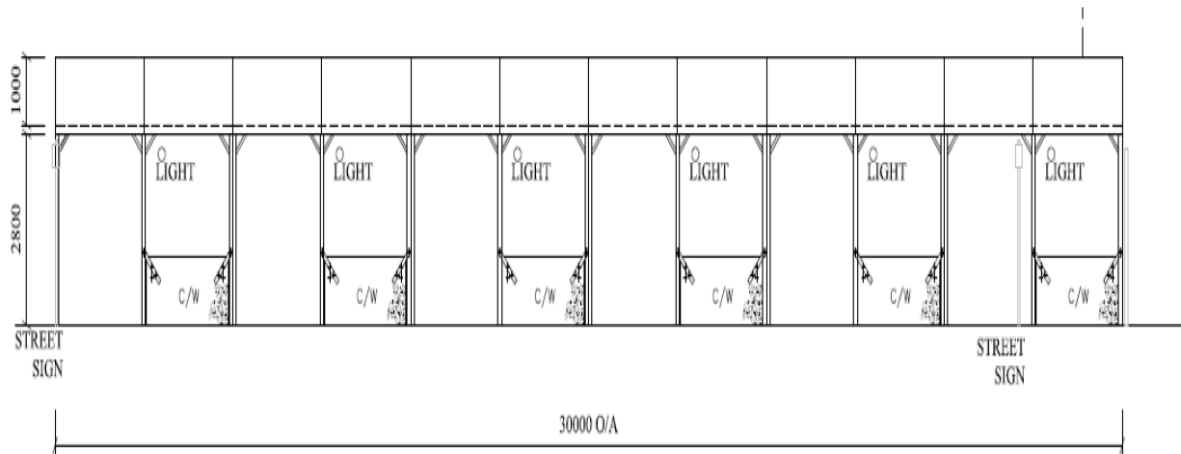


Figure 11: Diagram of typical Elevation Plan for Type B Hoarding. Representation of typical layout, **indicative only**

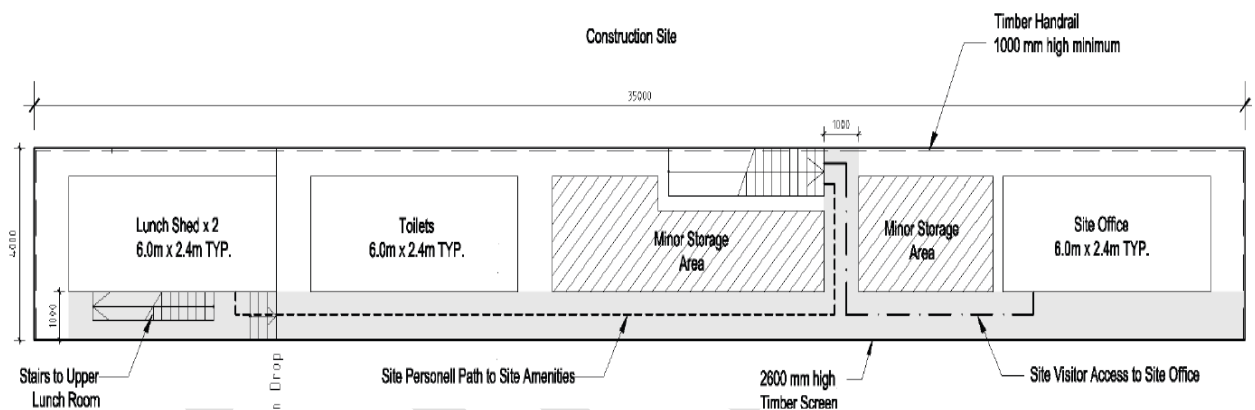


Figure 12: Diagram of typical Site Plan for Type B hoarding with Site Sheds. Representation of typical layout, **indicative only**

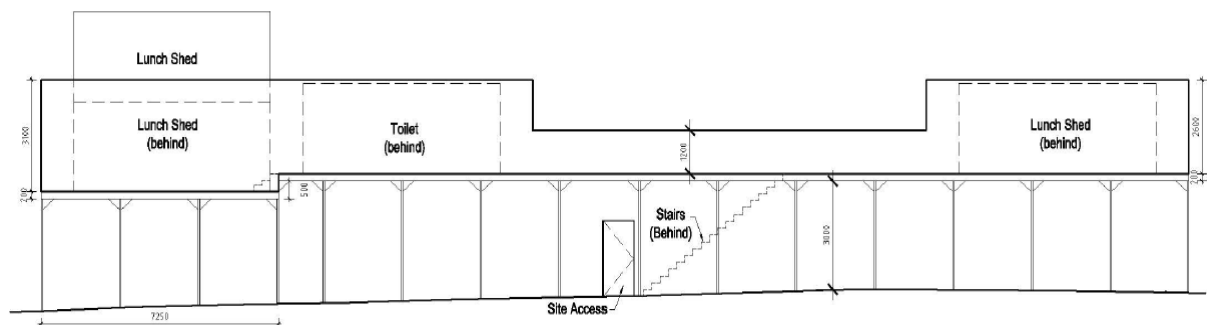


Figure 13: Diagram of typical Elevation Plan for Type B Hoarding with Site Shed. Representation of typical layout, **indicative only**



4. OTHER TYPES OF TEMPORARY STRUCTURES

4.1. Façade Work Structures (Scaffolding – Type C Hoarding)

- The use of these scaffolding structures which will result in occupying a portion of Council's Footway, are subject to Council's discretion. This will be considered as a Type C Hoarding.
- The scaffolding structure must be structurally adequate and the design must be certified by a qualified structural engineer and certificate supplied to Council. The supporting elements at the ground level of the scaffolding structure must be closed off from the public (e.g. using plywood sheet panel cladding).
- The scaffold netting surrounding the scaffolding structure must sufficiently cover the full face of the structure to protect pedestrians from overhead hazards and falling objects.

4.2. Demountable Open Panel Fences (Temporary Fencing)

- The use of demountable open panel fences will be subject to Council's discretion for minor building works which involve occupying a portion of Council's footway (e.g. shopfront façade maintenance and alterations).
- This will be considered under Type A Hoarding. The fencing must include dust preventative measures such as mesh or cloth. The supporting base plate elements must be visually prominent and associated potential trip hazards eliminated for pedestrians.

4.3. Mobile Scaffolding and Mobile Work Platforms

- In situations where mobile scaffolding or mobile work platforms are used, a Type A Hoarding permit will be required. Any mobile temporary structure is to be dismantled and transported off site after operation at the end of each day. If this cannot be achieved, a traffic control plan is required and must be submitted to Council showing alternative safe pedestrian detours and the work area needs to be sectioned off using temporary fencing.

4.4. Cantilevered Work Platforms

- For the use of work platforms overhanging the Council road reserve, protection measures must be in place to ensure the safety of pedestrians from overhead hazards. This can be achieved by:
 - a. Sectioning off the footway area using temporary site fencing, with traffic control measures to be approved by Council. This will be considered under a Type A Hoarding application, with an accompanying traffic control plan; or
 - b. Providing overhead protection and allowing pedestrian access underneath the work platforms using a prefabricated gantry system. This will be considered under a Type B Hoarding application, and is subject to Council's discretion and assessment of proposed cantilevered work platform.



5. ADDITIONAL (GENERAL) REQUIREMENTS

Hoarding, scaffolding and temporary fencing/structures must comply with Occupational Health and Safety Regulations and the provisions of any relevant Australian Standard.

5.1. Access Gates

- Access gates must be used to secure openings in hoarding structures and allow access for construction personnel, vehicles and machinery / plant.
- Installation of access gates must ensure that the components of the gate are solid (not perforated), secured with locks when not in use and open inward or slide internally (gates must not swing outwards onto the road reserve).
- Openings may also incorporate suitable pedestrian warning or safety devices such as warning lights and / or traffic controllers.

5.2. Lighting

- Artificial lighting is to be provided in conjunction with hoardings to ensure the enclosed passageway is well lit for pedestrians. All lighting associated with hoardings must not impact on surrounding traffic. Lighting is to be equal to the level and distribution pattern of normal street lighting.
- The provision of lighting is required for Type B hoardings, in order to ensure the enclosed passageway is well lit for pedestrians. The average illuminance shall be a minimum of 10 lux with a minimum point of 2 lux in accordance with the requirements of Australian Standard AS 1158.
- In some circumstances, provision of lighting fixed to the outer sides of a Type A Hoarding or temporary fencing may be required. This will be at the discretion of Council.

5.3. Site Offices and Sheds

- All site offices and work sheds are to be located onsite. Where this is not possible, a Type B Hoarding is to be erected to facilitate this requirement.
- Sheds placed above Type B Hoardings are to be a minimum of 2.4 meters in height and are to be tied down to the deck by suitable structural fixings certified by a qualified structural engineer.

5.4. Fire Safety

- Any shed situated above a Type B hoarding shall be provided with at least one (1) stair exit to the ground level. However, where hoardings exceed 30 metres in length, a minimum of two (2) exits are required to be provided.
- The distance between such exits shall be a maximum of 80 metres, otherwise additional stair exits will be required.
- A portable fire extinguisher shall be provided for each shed / site office building.



5.5. Utility Services and Power Lines

- Utility services, manholes, pits and other public utility infrastructure are not to be obstructed by the hoarding structures and are always to be freely accessible by utility operators.
- Water channels must not be blocked or obstructed with debris.
- Consultation with the appropriate relevant Public Authority is to occur to ensure no adverse bearing pressure will result from the proposed work. Contact 'Before You Dig Australia' to obtain further information on public utility services within Council's road reserve.
- Electrical hazards may result from the structure being near overhead electricity wires. The clearance between overhead protective structures and any powerline, transmission line, main apparatus or transmission apparatus should not be less than:
 - a) Four (4) metres from any metal component and;
 - b) One and a half (1.5) metres for components consisting of non-conductive material.Consultation must take place with the electrical authority if the structure is within these clearances.

All electrical distribution boards required for site works are to be located within the site and are not to be attached externally to the structure.

5.6. Council Assets

- Council's infrastructure and assets must not be interfered with or damaged during the erection, operation and dismantling of the hoarding. This includes the stormwater drainage system, kerb and gutters, footpaths and the like.
- Prior approval from Council is required for any modification to Council's Infrastructure. The use of the road reserve for storage of materials, loading and unloading is not permitted at any time, unless prior approval has been obtained from Council.
- Council's footpaths, roadways and ancillary infrastructure assets (i.e., street furniture, signage and the like) must be reinstated to their original condition when a hoarding is removed. Council reserves the right to carry out restoration works and reinstatement of any Council assets and recover the cost of these works from the applicant or developer.

5.7. Street Signage

- All existing street signs are to remain clearly visible at all times.
- In cases where the proposed hoarding structure will obscure street sign visibility from the public, the signs must have prior approval from Council to be relocated to a secure location immediately adjacent to the existing location where it is clearly visible to the public.
- In the case of Type B Hoarding, if the street sign cannot be relocated, the sign must be placed on the Type B Hoarding structure where it will remain visible to the public.



- The relocation may be subject to Council's Traffic Committee approval and additional sign relocation fees will apply.

5.8. Protection of Council Trees

- The proposed hoarding structure must be designed to minimise impact on Council's Street trees and vegetation. Tree protection measures must be placed where street trees are impacted.
- No removal or pruning of street trees is permitted without prior approval from Council.

5.9. Obstruction to Traffic Lights, TfNSW Cameras, Closed-Circuit Television (CCTV) Cameras

- The proposed hoarding structure must not obstruct sight lines of motorists and pedestrians to traffic lights and cameras or interfere with the operation of these facilities.
- The site plan provided with the hoarding application must set out the location of all traffic lights, TfNSW monitoring cameras, CCTV cameras and the like. Referrals to the relevant Public Authority or private organisations may be required to confirm there is no interference with the proposed hoarding structure.

5.10. Pedestrian Crossings

- Pedestrian Crossing must always be freely accessible without any obstructions.
- The hoarding structure shall not obstruct the line of sight to traffic control signals and/or operational driveways. Hoardings on corner allotments are to be constructed so as not to present a danger or hazard to traffic and pedestrians.

5.11. Advertisements, Artwork, Graphics and Images

- Advertisements and posters are not permitted. However, the display of artwork, graphics and images on temporary structures is strongly encouraged. In certain circumstances this will be a requirement from Council as a Condition of Consent for the development. Artwork and graphics also discourage graffiti and bill poster attachment by eliminating blank surfaces.
- As temporary structures are placed on land owned by Council, Council reserves the right to require an applicant to display specific artwork, graphics or community information about Council initiatives, in lieu of an applicant's proposed artwork. This includes major projects, special events, festivals and other initiatives undertaken by the Council from time-to-time.
- Any site requiring any form of graphics on their hoardings will need to obtain written approval from Council officers prior to installation of graphics. Applicants using Council supplied artwork will also need to agree to terms and conditions of use for the artwork.
- Hoardings must be maintained in a clean, tidy and good condition, free from advertisements and posters, while they are in place. Where the surface has been damaged, the hoarding must be repaired and/or repainted by the applicant.



- Graffiti and bill posters shall be removed within 48 hours of detection or Council notification. Applicants may affix a “Bill Posters will be Prosecuted” sign on the hoarding. Where the hoarding is repeatedly targeted by bill posters, the fixing of steel mesh may be permitted at Council’s discretion.
- Applicants may erect a 1800mm x 1200mm sign stating the builder’s/architect’s name.

5.12. Protective Footway Crossings

- Prior to the construction or demolition of a hoarding, the footpath required for vehicle crossing shall be protected, maintained and must not cause a tripping hazard or danger to the public.
- Protective Footway Crossings are to be provided where no vehicular access can be utilised from existing Vehicular Footway Crossings.
- The footway must be protected from damage by vehicles using durable galvanised steel ramps or other corrosion-resistant metal having a slip resistant chequer-plate walkway surface. Such protective footway crossings must cover the full width of the footway and full width of vehicular access. The builder is to ensure footways and kerbs are always protected from damage.

5.13. Temporary Pump Lines

- Temporary pump-lines must not be placed across the footway unless there are special constraints or construction needs of the site.
- Where applicants wish to place lines at footway level, specific details (and reasons) including the installation of ramps to allow pedestrians to pass safely and conveniently over the pipe must be provided and submitted with the hoarding application.

5.14. Pump Lines with Ramps over Footway

- Where concrete pump-lines are permitted to cross footways they must be bridged by durable galvanised steel ramps or other corrosion-resistant metal having a slip resistant chequer-plate walkway surface, complying with the design provisions of AS1428.1 ‘Design for Access and Mobility’. Maximum ramp gradient must be 1:14 and having a non-slip surface:
 - a) A minimum landing length of 1200 mm;
 - b) The height of the landing above a pump-line must be minimised;
 - c) Handrails (865mm to 1000mm high) and kerbs (75mm to 150mm high) in accordance with AS 1428.1;
 - d) The ramp surface / footway interface must not exceed 5mm; and
 - e) In areas of high pedestrian density, ramps must match the width of the footway between the site fence and hoarding columns of Type B hoardings (less the required handrail and hand-grasping dimensions).

5.15. Provision for People with a Disability

- Where required, detours or alternative footpaths must be designed to consider accessibility issues for people with disabilities. These routes must provide appropriate widths, levels, gradients, tactile indicators and colour schemes to assist people with disabilities in their movement.



- Accessible footpaths are to be maintained at their original condition and repaired immediately if the footpath for pedestrians has been damaged and is putting safety at risk. No obstruction to the footpath is to occur until Council approval has been obtained. This includes obstruction of the footpath resulting from a proposed concrete pour, the laying of cables, conduits, drainage pipes or service lines necessary to facilitate work on the site.

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APPENDIX

Low Risk Zone

Classified by falling in either one of the following land zone categories as stated in the *Standard Instrument LEP 2006*:

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

High Risk Zone

Classified by falling in either one of the following land zone categories as stated *Standard Instrument LEP 2006*:

- B1 – Neighbourhood Centre
- B2 – Local Centre
- B3 – Commercial Core
- B4 – Mixed Use
- B5 – Business Development
- B6 – Enterprise Corridor
- B7 – Business Park
- B8 – Metropolitan Centre
- E1 – National Parks and Nature Reserves
- E2 – Environmental Conservation
- E3 – Environmental Management
- E4 – Environmental Living
- IN1 – General Industrial
- IN2 – Light Industrial
- IN3 – Heavy Industrial
- R4 – High Density Residential
- R5 – Large Lot Residential
- RE1 – Public Recreation
- RE2 – Private Recreation
- RU1 – Primary Production
- RU2 – Rural Landscape
- RU4 – Primary Production Small Lots
- SP1 – Special Activities
- SP2 – Infrastructure
- W1 – Natural Waterways
- W2 – Recreational Waterways
- W3 – Working Waterways