

WORK PERMIT APPLICATION

as at March 2025



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: _____

Please proceed to pages 2 and 3. Once application completed in full, please submit to your SOPA manager/main contact. If you do not have a SOPA manager/contact, please submit to Site Works and Development Coordinator, Rowena Rodger, rowena.rodger@sopa.nsw.gov.au.

Declaration: *To be completed by SOPA Manager. Refer to Work Permit Policy and procedure on the Intranet for further information.*

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 MANAGEMENT REQUIREMENTS

Minor Works

You must submit an Environmental Management Plan (EMP) with your SOPA Work Permit application and implement this EMP when working at Sydney Olympic Park.

Use the template provided for minor works of short duration in the Town Centre. Confirm additional environmental requirements with SOPA if your works are:

- over one week duration or have a large-scale footprint or high environmental risk
- located within the Parklands of Sydney Olympic Park or the Boundary Creek corridor
- located on remediated lands or involves excavation
- affect the abattoir heritage precinct (buildings or gardens) or the Olympic Cauldron

About EMPs

An EMP is a practical, user-friendly document that provides clear direction to those responsible for its implementation. An EMP:

- identifies actual and potential environmental risks that may be caused by the works and identifies controls to manage these risks before they result in environmental harm
- defines who, what, where and when environmental management and mitigation measures will be implemented
- demonstrates due diligence in ensuring your environmental risks are identified and appropriate management practices implemented and ensures compliance with your regulatory requirements
- implements best practice environmental management.

Your environmental responsibilities – applicants and workers:

It is the responsibility of all persons working at Sydney Olympic Park to:

- be familiar with and comply with the requirements of their EMP
- exercise the due care, skill and foresight expected of a reasonable person to manage and minimise the potential for environmental harm
- act in good faith when carrying out tasks
- speak up and tell your employer when something appears to be wrong or an environmental requirement cannot be followed
- ensure there are appropriate contingency plans for environmental emergencies

Minimum environmental requirements

Manage works to avoid or minimise environmental harm:

- **Water/land** - Prevent pollutants (eg oil, sediment, pesticides, detergents, wastewater, concrete washings) from getting into stormwater drains, ponds or creeks, and from contaminating land
- **Oil/Liquids** – If used - have chemical SDS on site. Store oils, fuels and other liquids in appropriately contained and maintained areas. Keep spill clean-up kits in an accessible place, clearly labelled and ready for use
- **Noise/Air** – Operate and maintain plant and equipment to minimise noise and air pollution. Appropriately schedule timing of works and notify affected parties
- **Heritage** – identify and protect heritage
- **Biosecurity** – Ensure machinery, equipment, footwear and clothes are clean and free of mud and seeds when coming onto site
- **Trees and plants** – Avoid damage to vegetation and take care around roots, trunks and branches. Where pruning or trimming is approved by SOPA, manage in accordance with approved procedures. Report tree or landscape damage to SOPA.
- **Wildlife** – protect wildlife and their habitat which could include long grass, tree hollows, logs, swamps or rock piles. Cap pipes and conduits overnight and check open trenches for trapped wildlife.
- **Resource use** – Minimise materials, energy, water and waste – practice 'avoid-reduce-reuse-recycle'
- **Rubbish and waste** – Keep rubbish contained and remove from site daily. Classify waste then store, handle, transport and dispose in accordance with the classification
- **Pesticides** – Use trained staff to ensure proper notification, necessary record-keeping and to prevent harm to people, property or the environment. Comply with the [SOPA Pesticide Use & Notification Plan](#)

Report environmental incidents / unexpected finds / injured wildlife promptly

- Stop work, keep yourself and others safe. Contain and control the environmental incident where safe to do so.
- Report major pollution incidents to **000**
- Report major and minor pollution incidents to your manager, SOPA **9714 7700**, and EPA **131 555** [\[EPA link\]](#)
- Report discovery of unexpected finds to your manager and follow EMP procedures
- Safely contain injured wildlife and take to a vet or call WIRES **1300 094 737**

ENVIRONMENTAL RISK MANAGEMENT PLAN – Minor Works

Confirm additional environmental requirements with SOPA if your works are over one-week duration or have a large-scale footprint or high environmental risk located within the Parklands of Sydney Olympic Park or the Boundary Creek corridor

located on remediated lands or involve excavation affect the abattoir heritage precinct (buildings or gardens) or the Olympic Cauldron

| | | | | | |
|---|---|---------------------------|----|-----------|--|
| Company name: | | EMP prepared by: | | EMP date: | |
| Project name: | Attachments: <input type="checkbox"/> Map showing location of works (mandatory) <input type="checkbox"/> Copies of regulatory Permits / Licences required for the works <input type="checkbox"/> List of all chemicals to be used –(solvents, paints, detergents, pesticides, fertilisers, etc) and applicable SDS <input type="checkbox"/> Unexpected finds protocol (for excavation works) <input type="checkbox"/> Tree protection plan (for trees within 3 metres of a worksite and there is high risk of damage) | | | | |
| Works location: | | | | | |
| Description of the works including machinery to be used | | | | | |
| Anticipated type and volume of waste; waste disposal plan | | | | | |
| Description of ground cover/vegetation at worksite (tick all that apply) <input type="checkbox"/> Paving / road dirt / mulch turf long grass trees/shrubs wetland/creek building | | | | | |
| Expected duration of works (number of days/weeks): | | Scale of works footprint: | m2 | | |

| Job step | Potential environmental risk <i>What can harm the environment?</i> | Applicable Yes/No | Preventative control <i>What are you going to do to protect the environment ?</i> | Name and position of person responsible for managing risk |
|------------------|---|----------------------|---|---|
| SOPA requirement | Lack of staff awareness | Yes – all works | Brief personnel on the scope of this EMP and implementation requirements | |
| SOPA requirement | Spread of weeds, pests or disease | Yes – all works | Implement biosecurity practices. Ensure all machinery, equipment, footwear and clothes are clean and free of mud and seeds when coming onto site. Do not feed wildlife or bring pets onto site | |
| SOPA requirement | Littering; unlawful rubbish or waste disposal | Yes – all works | Keep rubbish contained and remove from site daily. Classify waste then store, handle, transport and dispose in accordance with the classification | |
| SOPA requirement | Damage to trees or vegetation | Yes – all works | Comply with SOPA Urban Greening Policy . Avoid damage to vegetation and take care around roots, trunks and branches. Establish tree protection zones where trees are within 3m of a worksite and risk of damage is high. Where pruning or trimming is approved by SOPA, manage in accordance with approved procedures. Report any tree or landscape damage to SOPA. | |
| SOPA requirement | Water pollution – concrete washings, chemicals, detergents, wastewater, etc | | Protect stormwater drains and prevent pollutants (eg oil, pesticides, detergents, wastewater, concrete washings) from getting into stormwater drains, ponds or creeks, Ensure vehicles and plant are in good working order. | |
| SOPA requirement | Spills of chemicals or fuels | | Keep chemical SDS on site. Store oils, fuels and other liquids in appropriately contained and maintained areas. Keep spill clean-up kits in an accessible place, clearly labelled and ready for use; staff trained in cleanup and incident reporting | |
| SOPA requirement | Water pollution - sediment | | Install sediment controls over stormwater drains and around disturbed earth and stockpiles. Cover stockpiles. Sweep worksite regularly to collect rubbish/debris, do not hose hardstand. Use designated washdown areas to clean vehicles and equipment. | |
| SOPA requirement | Entrapment of wildlife | | Check open trenches for trapped wildlife and remove prior to recommencing works. Cap pipes and conduits overnight. | |

| Please list any additional works specific environmental risks and associated preventative controls: | | | | |
|---|---|----------------------|--|---|
| Job step | Potential environmental risk <i>What can harm the environment?</i> | Applicable Yes/No | Preventative control <i>What are you going to do to protect the environment ?</i> | Name and position of person responsible for managing risk |
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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. Fees may apply, please see [fee schedule](#).

Need help with the Application.

General information about the permit process is available at <https://www.sydneyolympicpark.nsw.gov.au/development/planning-and-building/site-permits>

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: site.works@SOPA.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.

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. Permit fees and standard road traffic and parking fines apply.

Road or Land 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, will need to apply for an Occupancy Permit. Fees may apply. this application will need to be submitted with all supporting documentation to your SOPA contact or Site Works Coordinator.

Permit applicatoins can be found at: <https://www.sydneyolympicpark.nsw.gov.au/development/planning-and-building/site-permits>

Fees and Charges

Fees and charges may be associated with site works at Sydney Olympic Park. Quote will be provided upon applicaiton.

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