

Work Permit Application

APPLICANT DETAILS

Name of organisation: _____ ABN: _____
Postal Address: _____
Name of Contact: _____
Email: _____ Mobile: _____
Role of Contact: _____ Phone: _____
Onsite contact if different, Name: _____ Mobile: _____
Bank details (Include if new SOPA Customer): _____ BSB: _____
Account Name: _____ Account Number: _____

DESCRIPTION OF WORKS

Project name: _____
Scope (detailed): _____
Please attach drawings as required _____
Methodology (detailed): _____
Include machinery to be used _____
Location (detailed): _____
Please attach a map _____
Start Date: _____ End Date: _____
Start Time: _____ End Time: _____

OCCUPANCY/ HOARDING REQUIREMENTS

Is the proposed work on or within 3m of a road? ☐ Yes ☐ No

Does the proposed work require occupancy of any land? ☐ Yes ☐ No

If yes, please list below, in detail the amount of land to be occupied.

- ☐ Proposed work requires installation of Truck/Work Zone (please list dimensions below)
☐ Proposed work requires a Skip bin (up to 2mx5m, please list below any more space required)

Road Occupied:

	Linear meters:	Number of lanes:	Number of days:
Area 1:	_____	_____	_____
Area 2:	_____	_____	_____
Area 3:	_____	_____	_____
Area 4:	_____	_____	_____

Other Land occupied:

	Meters squared:	Number of days:
Area 1:	_____	_____
Area 2:	_____	_____
Area 3:	_____	_____
Area 4:	_____	_____

Does the Proposed work require Hoarding? ☐ No

☐ Class A ☐ Class B

Linear meters: _____ Number of months: _____

THIS WORK IS FOR:

☐ SOPA ☐ Utility ☐ Other: _____

If yes, please provide contact details:

Company Name: _____ Contact Name: _____
Contact Phone: _____ Contact Email: _____

REQUIRED attachments – You **must** provide the following documentation:

☐ Evidence of a risk assessment of the work/worksite
☐ Proof of current Public Liability Insurance (min \$20,000,000 cover is held)
☐ Site-specific work method statement
☐ Map/plan of works

OTHER attachment/s – Please review if the following work activities apply, then you **must** provide the specified documentation:

Type of work activity	Only tick if applicable:	If applicable, please provide the following:	SOPA internal use ONLY: Insert any comments/acceptance numbers from relevant reviewer(s)
Work in the Parklands	☐	Relevant controls should be included in the EMP associated with this application	
Work in an Environmental Conservation Area (C1, C2 or C3)	☐	Relevant controls should be included in the EMP associated with this application	
Work in a Heritage Conservation Area	☐	Relevant approval or exemption under the Heritage Act	
Work on or near Remediated Lands/ Landfill Infrastructure	☐	Relevant controls should be included in the EMP associated with this application	
Excavating land or digging a hole	☐	Include Details on location, size, and depth of excavation on pg1 or associated drawings. A utilities search should be conducted prior to submitting this application.	
Working on a road or adjacent to a road	☐	Traffic Management Plan, Pedestrian Management Plan or Traffic Guidance Scheme as appropriate	
Restricting access for vehicles or pedestrians	☐		
Oversize vehicles (exceeding 3 tonnes)	☐		
Use of plant equipment	☐		
Vehicle access required to site	☐	Vehicle Permit Application	
Potential to change, alter or damage the site	☐	Dilapidation Survey	
Installation of a temporary structure >9m ² , or >2.5m high	☐	Engineering certification Attachment Required	
Hot works	☐	Relevant controls should be included in the associated SWMS Must comply with RFS advice on Total Fire Bans	
The use of an aircraft or aerial device	☐	Drone application	

Tree removal/works within 8m of a tree	☐	Tree replacement/protection in compliance with SOPA Urban Greening Policy Tree Removal Application	
Work requires development consent under the Environmental Planning and Assessment Act 1979	☐	Copy of relevant Development Consent	
Use of pesticides (including herbicides and insecticides)	☐	Relevant controls and compliance with SOPA Pesticide Use and Notification Plan should be included in the EMP associated with this application	

SIGNED BY APPLICANT

In signing this application, the **applicant** agrees:

1. The details included in this application are accurate and true
2. Bonds and fees may be applicable. Please see SOPA Fees and Charges for more information.
3. To adhere to conditions listed on the Work Permit and any reasonable direction given by a SOPA Authorised Person.
4. 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.
5. To hold and maintain valid 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, for the duration of works.
6. To comply with any relevant legislation, included but not limited to Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Protection of the Environment Operations Act 1977.

Signed: _____ **Position:** _____ **Date:** _____

SOPA internal use ONLY – SIGNED BY SOPA CONTRACTOR MANAGER

In signing this application, the **Contractor Manager** agrees:

1. They have received and reviewed any relevant documentation
2. The details included in this application are accurate to the best of their knowledge
3. To monitor compliance under any conditions listed in the work permit and any relevant legislation, included by not limited to Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Protection of the Environment Operations Act 1977.

Signed: _____ **Position:** _____ **Date:** _____

ENVIRONMENTAL RISK MANAGEMENT PLAN – Minor Works

Please see pg 6 of this application for more information on submitting an environmental risk management plan.

Company name: _____

EMP prepared by: _____

EMP date: _____

Project name: _____

Works location: _____

Type and volume of waste: _____

Description of ground cover/vegetation at worksite (tick all that apply):

☐ Paving/road ☐ dirt/mulch ☐ turf ☐ long grass ☐ trees/shrubs ☐ wetland/creek ☐ building

You **must** confirm additional environmental requirements with SOPA if your works are: (tick as applicable)

- ☐ More than two-week duration, have a large-scale footprint, or high environmental risk
- ☐ Located within the Parklands of Sydney Olympic Park or the Boundary Creek corridor
- ☐ Located in an [Environmental Conservation Area](#)
- ☐ Work in or affecting a [Heritage Conservation Area](#)
- ☐ Located on or within 5m of [Remediated Lands/ Landfill Infrastructure](#)
- ☐ Involving Excavation, importation of soil/ organic matter or use of chemicals.

OPTIONAL

Please reference any external supporting environmental management documentation associated with this EMP:

Please attach the following as required:

- ☐ Copies of regulatory Permits / Licences required for the works
- ☐ List of all chemicals to be used (solvents, paints, detergents, pesticides, fertilisers, etc) and applicable SDS
- ☐ Unexpected finds protocol (for excavation works)
- ☐ Tree protection plan (for trees within 3 metres of a worksite and there is high risk of damage)
- ☐ Sediment Control Plan
- ☐ Waste Disposal Plan

SOPA internal Use ONLY:

EMP number (if applicable): _____

EMP accepted by: _____

Signed _____

Date: _____

Job step	Potential environmental risk <i>What can harm the environment?</i>	Only tick if applicable:	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	☒ Mandatory	Brief personnel on the scope of this EMP and implementation requirements	
SOPA requirement	Spread of weeds, pests or disease	☒ Mandatory	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	☒ Mandatory	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	☒ Mandatory	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 (e.g. 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. In injured native wildlife is found, please contact WIRES 1300 094 737	

If applicable, please list any additional works specific environmental risks and associated preventative controls:

Job step	Potential environmental risk <i>What can harm the environment?</i>	Preventative control <i>What are you going to do to protect the environment?</i>	Name and position of person responsible for managing risk

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. You must 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** – including importing soil or organic materials – 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**