

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	Click or tap here to enter text.
Work in an Environmental Conservation Area (C1, C2 or C3)	☐	Relevant controls should be included in the EMP associated with this application	Click or tap here to enter text.
Work in a Heritage Conservation Area	☐	Relevant approval or exemption under the Heritage Act	Click or tap here to enter text.
Work on or near Remediated Lands/ Landfill Infrastructure	☐	Relevant controls should be included in the EMP associated with this application	Click or tap here to enter text.
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.	Click or tap here to enter text.
Working on a road or adjacent to a road	☐	Traffic Management Plan, Pedestrian Management Plan or Traffic Guidance Scheme as appropriate	Click or tap here to enter text.
Restricting access for vehicles or pedestrians	☐		
Oversize vehicles (exceeding 3 tonnes)	☐		
Use of plant equipment	☐		
Vehicle access required to site	☐	Vehicle Permit Application	Click or tap here to enter text.
Potential to change, alter or damage the site	☐	Dilapidation Survey	Click or tap here to enter text.
Installation of a temporary structure >9m ² , or >2.5m high	☐	Engineering certification Attachment Required	Click or tap here to enter text.
Hot works	☐	Relevant controls should be included in the associated SWMS Must comply with RFS advice on Total Fire Bans	Click or tap here to enter text.
The use of an aircraft or aerial device	☐	Drone application	Click or tap here to enter text.

Tree removal/works within 8m of a tree	☐	Tree replacement/protection in compliance with SOPA Urban Greening Policy Tree Removal Application	Click or tap here to enter text.
Work requires development consent under the Environmental Planning and Assessment Act 1979	☐	Copy of relevant Development Consent and Construction Certificate with supporting documents	Click or tap here to enter text.
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	Click or tap here to enter text.

Application continues on next page

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: Click or tap here to enter text.

EMP prepared by: Click or tap here to enter text.

EMP date: Date

Project name: Click or tap here to enter text.

Works location: Click or tap here to enter text.

Type and volume of waste: Click or tap here to enter text.

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:

Click or tap here to enter text.

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 number

EMP accepted by: Click or tap here to enter text.

Signed

Click or tap here to enter text.

Date:

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	Click or tap here to enter text.
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	Click or tap here to enter text.
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	Click or tap here to enter text.
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.	Click or tap here to enter text.

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.	Click or tap here to enter text.
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	Click or tap here to enter text.
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.	Click or tap here to enter text.
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	Click or tap here to enter text.

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
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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:** Click or tap here to enter text. **Date:** 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:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

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**