

# Work Zone Installation Application Form



A work zone permit is a parking permit available for tradesmen, contractors or builders to carry out building/construction works in an area where there is a high parking demand. A signposted work zone is for the sole use of the applicant's (person/company) construction vehicles and allows parking for these vehicles and for the pick-up/set down of construction materials. Work zones must not be used as parking areas for private vehicles.

**Applications must be submitted at least 15 business days prior to the start date of the work zone or 20 business days if a parking meter is located within the proposed work zone to allow sufficient time for processing and submission of work orders to CN's depot.**

**NAME OF APPLICANT** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**POSTAL ADDRESS** \_\_\_\_\_

**CONTACT NO.** \_\_\_\_\_ **ABN NO.** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

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## SITE DETAILS

House/Building/Lot no. \_\_\_\_\_ Street \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## WORK ZONE DETAILS

Length required \_\_\_\_\_ metres      Period required from \_\_\_\_\_ to \_\_\_\_\_

Standard hours of operation      6.30am – 5.00pm, Mon - Fri      6.30am – 1.00pm Sat

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## Comments

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

In addition to the application form please provide the following:

- A site plan showing the location of the construction site, adjacent streets, existing kerbside parking restriction signposting, parking meter, driveways, and the preferred location of the work zone.
- A copy of the notification letter / leaflet that will be used to inform nearby residents / businesses of the works AND a map showing the area/addresses to which the applicant will distribute the notification letters. Please note consent letters signed by residents and businesses may be required for the approval of a work zone application or extension.

The application form and supporting documentation must be submitted to [traffic@ncc.nsw.gov.au](mailto:traffic@ncc.nsw.gov.au)  
For full details of City of Newcastle Fees and Charges 2023-24 please see our [webpage](#)