

# Flood Information Application

Use this form to request flood information for a specific parcel of land.

In this form all references to the City of Newcastle (CN) mean Newcastle City Council.

All fees will be calculated in accordance with the City of Newcastle's (CN) [Fees and Charges](#). Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed.

**Note:** Please download this form to complete electronically.

## Part 1: Applicant and Site Details

### 1. Applicant Details

Name or company	
ABN (required if company)	
Email	
Phone	
Postal address	
Contact person (if company)	
<p>Will your correspondence be 'care of' another company?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
Name or company	
ABN (required if company)	
Email	
Phone	
Postal address	
Contact person	

## 2. Location and Title Description of the Property

Property address

Lot(s)

Section

Deposited Plan(s)

Strata Plan

Other

## 3. Who Owns the Land?

Please use our [Owner's Consent](#) form if additional space is required.

**Owner 1**

Address

Email

Phone

**Owner 2**

Address

Email

Phone

**Owner 3**

Address

Email

Phone

## 4. Details of Previous Interactions with City of Newcastle (CN) Officers

Have you spoken about this application with a CN Officer?

No

Yes - CN Officer name is \_\_\_\_\_

## Part 2: The Application Details

## 5. Documentation Submitted with Application

What documentation have you provided with this application?

- Contour plan
- Site levels to Australian Height Datum (AHD)
- Development concept plan
- No site details submitted

## 6. Information Being Sought

Please indicate the information that is required.

Note: Any assessment under *b) Complying Development Criteria* must be accompanied by or have a current part *a) General Flood Information*.

Advice under b) ii) would normally only be sought if advice under b) i) has been obtained, indicating that none of the listed flood control lot exclusions for Complying Development Certificates (CDCs) are applicable.

### a) General Flood Information:

- Includes whether the property is located in a flood prone area and, if so, advice regarding flood behaviour on the property.

Note: Standard fee applies.

### b) Complying Development Criteria:

- i) Find out if whether a flood control lot, or relevant part of a flood control lot, is a flood storage area, a floodway area, a flow path, a high hazard area or a high risk area, for the purpose of making an application for a CDC for Housing or Rural Housing under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, or for a Secondary Dwelling under State Environmental Planning Policy (Affordable Rental Housing) 2009.

Note: If this assessment requires more than one hour to complete, an additional fee may be invoiced.

- ii) Whether a proposed development meets the requirements of cl.5(2) or cl.3A.38(2) (development standards for flood control lots) of *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*. You must provide all plans and documents for the proposal.

Note: Fees for this assessment are based on an hourly rate. A minimum one-hour fee will be charged at lodgement. An invoice will be issued based on an hourly fee once this assessment has been carried out.

## 7. Urgency Request

For urgent requests, information can be supplied within two business days for an additional fee.

Is an urgent request being applied for?

Yes  No

## 8. Applicant's Declaration

I apply for flood information held by CN relating to the land specified above.

Applicant's name		Date	
Signature			

## How to lodge this application

### Lodgement Methods

#### Email

- Enter the address of the property and the type of application (i.e. Flood Information Application) in the subject line of the email.
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

#### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

### Fees

Fees are charged as per CN's [Fees and Charges](#) document. Your application is not considered lodged until the required fees have been paid. You will be contacted for payment of the applicable fee. Failure to arrange payment will result in your application being returned.

Payments can be made via one of the following methods:

- Cash
- EFTPOS
- Cheque\*
- Credit Card\*

\*Please note a merchant fee is payable on all credit card transactions.

\*Cheques are to be made payable to City of Newcastle.

[City of Newcastle](#)

Phone: 02 4974 2000

In Person: 12 Stewart Avenue Newcastle West NSW 2302

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal.
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal.
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02)4974 2000.