

Temporary Access Over Community Land



Use this form to apply for temporary access across community land for the purpose of transporting building materials and/or equipment in relation to building work to be carried out on land adjoining the community land to remove waste that is consequential from some such work.

Permit must be held on site and produced upon the request of a Council Officer.

Newcastle City Council
Attention: Open Space Services
282 King Street
Newcastle NSW 2300
or
Email: mail@ncc.nsw.gov.au
Phone: 02 4974 2000

Fees are applied as per Newcastle City Council's 2018/19 Fees and Charges and include:

All fees are to be paid in advance before access permit will be issued.

- | | |
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| • Application Fee (non-refundable) | \$125.00 |
| • Access Fee Across Community Land | |
| ○ Resident Fee Per Day | \$118.00 per day |
| ○ Contractor Accessing Residential Properties | \$230.00 per day |
| ○ Contractor Accessing Construction Site | \$370.00 per week |
| • Security Bond (refundable, payable in advance) | \$1,220.00 |
| • Key Bond (refundable on return of keys) | \$170.00 |
| • Damage to Grounds / Facilities | Full cost recovery following ground assessment |

Once the application is reviewed Council may require some or all of the below mentioned documents:

- A site map showing the access route planned including proposed methods to protect identified assets and maintaining any existing access provisions for pedestrian use etc.
- Documentation to include the provision of materials (type and estimated quantity), type of equipment to be used including the number of movements and duration of activities, project outline (details of works) days and hours of works, notification for commencement of work, timeframe and completion of work.
- WHS compliance – pursuant to the WHS Act & Regulation 2011 and applicable Codes of Practice & Australian Standards – including job specific documentation e.g. Risk Assessments / Safe Work Method Statements identifying the hazards, risks and controls associated with proposed works.
- Public Liability Insurance Cover
 - Copy of the Policy's Certificate of Currency with minimum \$20 million coverage.
 - The Certificate of Currency must also note Newcastle City Council as an interested party.
 - If you are using heavy equipment (e.g. a crane) that is attached to a Motor Vehicle, Council will also require a copy of your Motor Vehicle Policy confirming that you have \$30 million third party property damage cover.
- Traffic Control Plan.

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- Sediment and Erosion Control Plan.

APPLICANT DETAILS

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	
Name:	
Surname	Given Names
Company Name:	
ABN:	
Postal Address:	
Post Code:	
Phone (B) ()	Fax: ()
Phone (H) ()	Mobile:
Email:	

YOUR CONTRACTOR OR CONSULTANT. In case we need to discuss technical issues.

Name:	
Company Name:	
Phone (B) ()	Fax: ()
Phone (H) ()	Mobile:

LOCATION AND TITLE DESCRIPTION OF THE PROPERTY

Site:	Street No:	
Street:		
Suburb:		
Lot(s) :	Section:	Deposited Plan:

TYPE OF ACTIVITY

<input type="checkbox"/> Swimming pool construction	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Other building works	<input type="checkbox"/> Removal of trees
<input type="checkbox"/> Transporting building materials	<input type="checkbox"/> Other, please specify

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DETAILED DESCRIPTION OF PROPOSED ROUTE AND SITE PLAN

Attach plan.

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PUBLIC NOTIFICATION

All residents affected by the work should be consulted prior to commencement of work. Council will discuss with you if this is required.

PROPOSED DURATION OF ACCESS / HOURS OF USE

Temporary Access	from	/	/	to	/	/
Day only from	am to		pm	Day and Evening from	am to	pm
Weekdays only from	am to		pm	Weekends only from	am to	pm
7 Days from	am to		pm			

CRANES / ROAD CLOSURES

Is a road closure required? Yes or No
Are you using a crane? Yes or No

If 'yes' to either question a separate application is to be made to Council's Traffic Department via this link.

<http://www.newcastle.nsw.gov.au/Living/Transport/Roads/Road-permits>

PRIVACY DISCLAIMER

Purpose: To process application for permit under S608 of the Local Government Act.

Intended recipients: Council staff only.

Supply: This is a voluntary supply.

Consequence of non-provision: Council cannot grant access if application is not completed.

Storage and security: This information will be stored within Council's records management system for a minimum period of 10 years, and only accessible by relevant staff.

Access: you can access your information by contacting Council on (02) 4974 2000.

APPLICANT'S DECLARATION

Please note: If the applicant is a company or owner's association, this section must be signed by an appropriately authorised person whose authority should be stated.

I, _____

apply for temporary access over Council's community land.

I declare that all the information supplied is true and correct. I also understand that:

- If incomplete, the application will not be accepted.
- The conditions of the Access Permit must be observed and payment of any damages associated with this work is agreed.

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Applicant Signature	(Authority/Position if required)	Date
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COUNCIL USE ONLY		
<u>Approved</u>	<u>Comments</u>	<u>Authorising Officer and Date</u>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Key Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No Bond <input type="checkbox"/> Yes <input type="checkbox"/> No Key Issued / / Key Returned / / Site Inspection by: Date: Date of Photos: Notes by officer inspecting the site:	