

# Application for a Driveway and/or a Road Opening Permit (Type 1)



Section 138, Roads Act 1993

## This form

**If the proposed works are beyond the scope identified on this form a Type 2 application is required.**

If you are not a public authority, use this form to apply to carry out the nominated works on a road under the control of Council. If the works are on other roads, you should contact the relevant road authority. The nominated works are:

- Construct or reconstruct a driveway
- Remove a redundant driveway
- Connect stormwater to the kerb and gutter (i.e. road opening)

Connect to a public utility such as the water supply (i.e. road opening)

**Failure to complete all relevant sections or provide required documentation may result in your application being returned.**

**Fees must be paid on lodgement or your application will not be accepted. Please refer to the fees and charges on the council [website](#).**

## Part 1: Applicant and site details

### 1. Applicant details

All correspondence will be sent to this address unless 'care of' address is specified

Name or company .....

ABN (required if company).....

Postal address.....

Suburb.....Postcode.....

Phone.....E-mail .....

Contact person .....Reference no.....

Preferred method of correspondence  E-mail  Post

Leave blank if not required

Will your correspondence be 'care of' another company?  Yes  No

Care of name or company.....

ABN (required if company).....Contact person .....

Postal Address.....

Phone.....E-mail .....

### 2. Location of property the works relate to

This may be the property benefiting from the works.

Unit No .....House No.....Street.....

Suburb.....

Lot(s)..... DP/SP.....

### 3. Owner of the property the works relate to

Give the name of every owner and their residential address. It is not to be marked 'Care Of' the company submitting the application

**Name 1** .....Phone.....

Address.....Postcode.....

**Name 2** .....Phone.....

Address.....Postcode.....

**Part 2: Permit details**

**4. Are the works associated with a Development Application (DA) or a Complying Development Certificate (CDC)?**

- Yes, Consent No ..... Date Issued.....
- Note: Applications associated with a DA must be lodged after the DA has been determined.
- No, it is needed before a CDC can be issued
- No, it is not related to a recent approval.

**5. Describe the proposed work**

Tick the applicable boxes

- A. Driveway**  
The application will include:
- New Driveway How many? .....
  - Reconstruct an existing driveway
  - Remove the existing driveway and replace with kerb
  - Impact on a tree located on public land
  - Other .....
- If the works involve a driveway, what is the proposed surface finish?
- Plain concrete       Exposed aggregate
  - Stencil patterned concrete (no-stamped concrete permitted)
- Please specify type and colour .....
- .....
- \* Please note all concrete footpaths must be in plain concrete only, unless specified by Council.

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- B. Road Opening** (other than driveway)  
Nature of works being undertaken:
- Connect property stormwater to the kerb and gutter
  - Connect to a Public Utility e.g. water main, gas, telecommunications
  - Other.....
- Location of Opening:
- Road     Footpath     Kerb & Guttering
  - Other.....
- Surface type:  Asphalt     Concrete     Earth     Pavers
- Dimensions: \_\_\_\_m x \_\_\_\_m
- Date of opening: .....
- \*Is the permanent restoration to be undertaken by:
- Council (restoration fees apply - refer to Council Fees and Charges)
  - Applicant

Note: Final restoration by Council will incur additional charges above the application fee.

**6. Required documents to be included in an application for a driveway**

Please note, plans are not required for a road opening permit

- If associated with a DA, one copy of the stamped approved site plan
- If associated with exempt or complying development, one copy of the proposed site plan
- If reconstructing an existing driveway, no plans required (Non DA related)

**7. Commencement date? (for driveway)**

The proposed works must be commenced within 24 months of the date of any approval issued. Please allow 4 weeks for driveway applications to be processed.

Proposed Commencement date: .....

<b>8. Who will be doing the work?</b>  If the contractor is not known please put TBA	Contractor's name..... Postal address ..... Post Code .....Phone..... E-mail .....Licence No .....
<b>9. Public liability insurance details</b>	Insurance company..... Policy No ..... Amount of cover \$.....
<b>10. Probity</b>  Parties include owners, applicants, developers and companies.	Do any 'parties to the application' have a pecuniary or non-pecuniary interest with: a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of Newcastle City Council? or, b) a State or Federal Member of Parliament? <input type="checkbox"/> Yes. If yes, state the relationship and person ..... <input type="checkbox"/> No
<b>11. Applicant's declaration</b>	<ul style="list-style-type: none"> <li>• I apply for consent to carry out the activity or activities described in this application.</li> <li>• I declare that all the information given is true and correct.</li> <li>• I understand that if incomplete, the application may be delayed, ejected or returned.</li> </ul> Applicant's name .....Date.....  Applicant signature.....

#### Protecting your privacy

Newcastle City Council is committed to protecting your privacy.

We take reasonable steps to comply with relevant legislation and Councils' Privacy Management Plan.

<b>Purpose of collection:</b>	To enable Council as the consent authority to assess your proposal.
<b>Intended recipients:</b>	Council Staff and any other relevant 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:</b>	Newcastle City Council, 282 King Street Newcastle 2300 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.

#### How to lodge your application

<b>Applications can be lodged either:</b>  1. In person at the Customer Contact Centre, located at <b>282 King Street, Newcastle</b> during office hours. Monday - Friday 8:30am - 5:00pm. 2. By mail - Newcastle City Council, PO Box 489 Newcastle 2300. 3. Via Email - <a href="mailto:mail@ncc.nsw.gov.au">mail@ncc.nsw.gov.au</a>  <b>If lodging an application in person, fees must be paid on lodgement. If lodged via email or mail we will contact you when payment is required. Payments need to be made within 24 hours of contact. Alternatively please provide payment via cheque.</b>	<b>Payment Methods</b>  You can pay by cash, cheque, Credit Card or EFTPOS. Please note a merchant fee is payable on all credit card transactions Cheques are to made payable to Newcastle City Council.  <b>How to contact us:</b>  Phone: (02) 4974 2000 E-mail: <a href="mailto:mail@ncc.nsw.gov.au">mail@ncc.nsw.gov.au</a>
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