

Application for New Infrastructure on a Public Road (Type 2) Section 138 Roads Act 1993



This form

Use this form to apply for consent to carry out work on, over or under a public road or footway/verge area. Typical works may include:

Infrastructure

- Connection of proposed public roads to existing roads,
- Footway paving, private utilities, landscape works, ramps, pipes, connections to roads
- Permanent balconies and awnings, overhead crossings, encroachments by car parking spaces, posts
- Temporary anchors
- Connection of major stormwater drainage
- Installation or construction of private utility to a public utility

Note: If the road is not under the control of the Council, you will need to apply to the relevant road authority.
If connection is proposed to a Classified Road the concurrence of the Roads and Maritime Services will be required.

Fees: A minimum fee will be charged at the time of lodgement of the application. Additional fees may be charged, before the determination of the application, subject to the amount of work proposed. Where the application involves private infrastructure an annual fee may be charged as a condition of consent. All fees will be calculated in accordance with Council's Fees and Charges.

Part 1: Applicant and site details

1. Your name, address etc.

All correspondence will be sent to the email address provided unless a 'care of' email address is specified below

Title Mr Mrs Miss Ms Other.....
 Name or Company
 ABN (required if company).....
 Postal address.....
 Suburb.....Postcode.....
 Phone.....
 Email.....
 Contact person (if company).....

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 NoHouse NoStreet..... Suburb..... Lot(s)..... Section..... Deposited Plan(s)..... Strata plan.....
---	--

3. Owner of the property the works relate to	Name 1Phone..... Address.....Postcode..... Phone..... Name 2Phone..... Address.....Postcode.....
---	--

Part 2: Permit details

4. Describe the proposed work Tick all applicable boxes	<input type="checkbox"/> A. Public Infrastructure The application will include: <input type="checkbox"/> Line marking and signposting <input type="checkbox"/> Tree planting/removal <input type="checkbox"/> Landscaping works <input type="checkbox"/> Connections of a new road to an existing road (i.e. new intersection) <input type="checkbox"/> Footway paving <input type="checkbox"/> Kerb and gutter <input type="checkbox"/> Installation of services <input type="checkbox"/> Installation of stormwater drainage <input type="checkbox"/> Proposed connection of stormwater to: <input type="checkbox"/> New connection to kerb and gutter outlet <input type="checkbox"/> Existing stormwater pit <input type="checkbox"/> Other If the works involve a driveway and/or footpath, what is the proposed surface finish? <input type="checkbox"/> Plain concrete <input type="checkbox"/> Exposed aggregate <input type="checkbox"/> Stencil patterned concrete (no-stamped concrete permitted) <input type="checkbox"/> Please specify type and colour..... * Please note all concrete footpaths must be in plain concrete only, unless specified by Council. <input type="checkbox"/> B. Private Infrastructure <input type="checkbox"/> Awning <input type="checkbox"/> Balcony <input type="checkbox"/> Private services/infrastructure <input type="checkbox"/> Basement <input type="checkbox"/> Ramp <input type="checkbox"/> Car parks <input type="checkbox"/> Temporary anchors <input type="checkbox"/> Retaining walls <input type="checkbox"/> Other.....
---	--

5. Are the works associated with a Development Application or a Complying Development Certificate?	<input type="checkbox"/> Yes Consent No Date issued..... <input type="checkbox"/> No
---	---

<p>6. Estimated cost of development (including GST and excluding the value of the land)</p>	<p>Cost of infrastructure \$.....</p> <p>The cost of the infrastructure is the genuine estimate of the cost associated with the installation of the infrastructure.</p>
<p>7. Who will be doing the work?</p> <p>If the contractor is known please complete. This is compulsory for public or private utility installations</p>	<p>Contractor's name.....</p> <p>Postal address</p> <p>Post CodePhone</p> <p>E-mail</p> <p>Licence No</p>
<p>8. Required documents?</p> <p>Electronic documents only will be accepted</p>	<p><input type="checkbox"/> Site plan and Construction drawings –one digital copy. Construction drawings shall be prepared and certified by an appropriate engineer in the relevant field or in the case of landscape works, a landscape architect.</p> <p><input type="checkbox"/> An electronic copy of the Public Liability Insurance Policy, as referred to in question 10.</p> <p><input type="checkbox"/> Other.....</p>
<p>9. Commencement date?</p>	<p>The proposed works must be commenced within 12 months of the date of any approval issued.</p> <p>Proposed Commencement date</p>
<p>10. Public liability insurance details</p>	<p>Insurance company.....</p> <p>Policy NoAmount of cover \$.....</p>
<p>11. Have you discussed the plans with a Council officer?</p>	<p><input type="checkbox"/> Yes. Whom did you speak to?.....</p> <p><input type="checkbox"/> No</p>
<p>12. Conflicts of Interest</p> <p>Parties include owners, applicants, developers and companies.</p>	<p>a) Are there parties associated to this application, with pecuniary or non-pecuniary interest that include: a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of NCC or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes, please state the relationship and person</p> <p>.....</p> <p><input type="checkbox"/> No</p>
<p>13. Applicant's declaration</p>	<ul style="list-style-type: none"> • I apply for consent to carry out the activity or activities described in this application. • I declare that all the information given is true and correct. • I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application. • I understand that if incomplete, the application may be delayed, rejected or returned. <p>Applicant's name (please print).....</p> <p>Signature.....Date.....</p>

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.

Purpose of collection:	To enable Council as the consent authority to assess your proposal.
Intended recipients:	Council Staff and any other relevant government agencies that me be required to assess the proposal.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage:	Newcastle City Council, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.

How to lodge your application

Applications can be lodged either:

- In person at the Customer Contact Centre, located at **282 King Street, Newcastle** during office hours Monday - Friday 8:30am - 5:00pm.
- By mail: Newcastle City Council
PO Box 489
Newcastle NSW 2300
- Via Email: mail@ncc.nsw.gov.au

Fees

Please refer to Council's website for [fees and charges](#) information.

Fees must be paid on lodgement or your application will not be accepted. If the application does not include payment we will contact you when payment is required. Payments need to be made within 24 hours of contact.

Payment Methods

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.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle NSW 2300