

Driveway and/or Road Opening Permit

Section 138 Application Form (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 the City of Newcastle. 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.

PART A: 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 & Post Code:

Phone:

Email:

Contact person (if Company):

Leave blank if not required

Will your correspondence be 'care of' another company?

Yes

No

Care of Company Name:

ABN (required if Company):

Postal Address:

Suburb & Post Code:

Phone:

Email:

Contact person (if Company):

2. Location of property the works relate to

This may be the property benefiting from the works.

Property:

Unit No:

House No:

Street Name:

Suburb & Post Code:

Identifier:

Lot(s):

Section:

Deposited or Strata Plan:

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:

Residential Address:

Phone:

Name 2:

Residential Address:

Phone:

PART B: PERMIT DETAILS

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

- Yes DA 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
If the proposed works are beyond the scope identified here, a Type 2 application is required.

A: DRIVEWAY

The application will include:

- New Driveway
 Reconstruct an existing driveway
 Remove the existing driveway and replace with kerb
 Other: _____

Number of driveways on application _____

If the works involve a driveway, what is the proposed surface finish?

- Plain concrete Exposed aggregate
 Stencil patterned concrete (no stamped concrete or pavers permitted)

Please specify type and colour: _____

Note: All concrete footpaths must be in plain concrete only, unless specified by CN.

Will the proposed driveway be within 10 metres of a public tree?

- Yes No

If Yes, the impact on the tree will be assessed as part of this application. The City of Newcastle may request amendments to a driveway design in order to retain the tree. If the tree needs to be removed and a replacement tree planted, costs will be incurred by the Applicant. In some instances, trees may be retained and a thickened edge beam constructed to reduce the risk of root interaction, however minimum distances apply and approval of a thickened edge beam will be dependent upon the size and maturity of the tree. Owners/residents are not permitted to remove or plant trees themselves. All tree work on public land is to be carried out by City of Newcastle staff or nominated Contractors.

B: ROAD OPENING (other than driveway)

Nature of works being undertaken:

- Connect property stormwater to 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: _____ metres x _____ metres

Date of opening: _____

Is the permanent restoration to be undertaken by:

- City of Newcastle (restoration fees apply - refer to City of Newcastle Fees & Charges)
 Applicant

Final restoration by the City of Newcastle will incur additional charges above the application fee.

<p>6. Required documents to be included in a driveway application</p> <p>Please note, plans are not required for a road opening permit</p>	<p><input type="checkbox"/> If associated with a DA, one copy of the stamped approved site plan</p> <p><input type="checkbox"/> If associated with exempt or complying development, one copy of the proposed site plan</p> <p><input type="checkbox"/> If reconstructing an existing driveway, no plans required (Non DA related)</p>
<p>7. Commencement date? (for driveway)</p>	<p>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.</p> <p>Proposed commencement date: _____</p>
<p>8. Who will be doing the work?</p> <p>If the contractor is not yet known please put TBA</p>	<p>Contractor's name: _____</p> <p>Licence No: _____</p> <p>Postal Address: _____</p> <p>Suburb & Post Code: _____</p> <p>Phone: _____</p> <p>Email: _____</p>
<p>9. Public liability insurance details</p>	<p>Insurance Company: _____</p> <p>Policy No: _____</p> <p>Amount of cover: \$ _____</p>
<p>10. Probity</p> <p>Parties include owners, applicants, developers and companies.</p>	<p>Do any parties to the application have a pecuniary or non-pecuniary interest with:</p> <ul style="list-style-type: none"> • a staff member, councillor, or contractor of the City of Newcastle, or are they related to someone who is a staff member, councillor or contractor of the City of Newcastle <p>OR:</p> <ul style="list-style-type: none"> • a State or Federal Member of Parliament <p><input type="checkbox"/> Yes If Yes, state the relationship and person: _____</p> <p><input type="checkbox"/> No _____</p>
<p>11. Applicant's declaration</p>	<p>I hereby apply for consent to carry out the activities described in this application. I declare that all the information I have supplied is true and correct. I also understand that if this application is incomplete or illegible, the application may be delayed or rejected.</p> <p>Applicant's name: _____</p> <p>Applicant's signature: _____</p> <p>Date: _____</p>

PART D: HOW TO LODGE YOUR APPLICATION

Applications can be lodged either:	<p>In person: Please visit the Customer Contact Centre located on the ground floor at 12 Stewart Avenue, Newcastle West during the hours of 8:30am to 4:30pm, Monday to Friday.</p> <p>By post: City of Newcastle, PO Box 489, Newcastle NSW 2300</p> <p>By email: mail@ncc.nsw.gov.au</p> <p>If lodging an application in person, fees must be paid on lodgement. If lodged via email or post we will contact you when payment is required. Payments need to be made within 24 hours of contact. Alternatively please provide payment via cheque.</p>
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PAYMENT

Fees	<p>Additional Inspection Fee applies if further inspections are required due to: -</p> <ol style="list-style-type: none">I. scale of the worksII. programming of the worksIII. failure to comply with CN's approval conditions. OR <p>If there are multiple driveways at one location, the inspection fee is per additional driveway.</p> <p>If a final inspection is required to obtain an occupancy certificate, an additional fee applies.</p>
Payment Methods	<p>You can pay by cash, cheque, Credit Card or EFTPOS.</p> <p>Please note a merchant fee is payable on all credit card transactions.</p> <p>Cheques are to be made payable to City of Newcastle.</p>

CONTACT US

Visit the Customer Enquiry Centre:	<p>Ground Floor 12 Stewart Avenue Newcastle West NSW 2302</p> <p>Office Hours: 8:30am to 4:30pm Monday to Friday</p>
Phone / Email	<p>Phone: (02) 4974 2000 Fax: (02) 4974 2222 E-mail: mail@ncc.nsw.gov.au</p>
Post:	<p>City of Newcastle PO Box 489 Newcastle NSW 2300</p>

Protecting your privacy

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

Purpose of collection: To enable City of Newcastle as the consent authority to assess your application.

Intended recipients: City of Newcastle staff and other government agencies that may be required to assess the application.

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 and Security: City of Newcastle, 12 Stewart Avenue, Newcastle West, 2302, 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.