

## Section 68 Activity under the LGA

Use this form to apply for consent of the nominated Section 68 activities under the *Local Government Act 1993* (LGA). The activities that are covered by this form include:

- Install a manufactured home, moveable dwelling or associated structure on land,
- Operate a public car park,
- Operate a caravan park or camping ground,
- Operate a manufactured home estate,
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance,
- Install or operate amusement devices.

All fees will be calculated in accordance with the City of Newcastle's (CN) [Fees and Charges](#).

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

### Part 1: Applicant and Site Details

#### 1. Applicant Details

Name or Company

ABN (required if company)

Postal Address

Email

Phone

Contact Person (if company)

Will your correspondence be 'care of' another company?

Yes

No

Name or Company

ABN (Required if company)

Email

Phone

Postal Address

#### 2. Location and title description of the property

This may be the property benefiting the works

Unit No

House No

Street Name

Suburb

Post Code

If known:

Lot(s)

Section

Deposited Plan

Strata Plan

## Part 2: Application Details

### 3. List of Activities

Nominate all activities that are the subject of this application.

#### a) Structures

Install a manufactured home, moveable dwelling or associated structure on land

Install a domestic oil or solid fuel heating appliance, other than a portable appliance

#### b) Other Activities

Operate a public car park

Operate a manufactured home estate

Operate a caravan park or camping ground

Install or operate amusement devices

### 4. Have you discussed the plans with a CN Officer?

Yes, who did you speak to?

No

### 5. Probity

Are parties with pecuniary or non-pecuniary interest:

a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,

b) A State or Federal Member of Parliament?

Yes, state the relationship.

No

## Part 3: Owners Consent and Applicant's Declaration

### 6. Who signs the form?

- An/ the owner of the subject property.
- If the owner is a company - a director, secretary, or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g., power of attorney, executor, trustee, company director).
- If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

## 7. Owner Declaration

As the owner of the property, I consent to the lodgement of this application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the *Environmental Planning and Assessment Act 1979*, *Local Government Act 1993* and *Building Code of Australia* as applicable. I/ we declare that the information in this statement is, to the best of my knowledge and belief, true and accurate.

## 8. Owner or Authorised Person Signature

Name of person signing

Authority

Signature

Date

## How to lodge this application

### Lodgement Methods

#### Email

Enter the address of the property and the type of application (i.e., Section 68 Activity under the LGA) in the subject line of the 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 the 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.

Payments are required within 24 hours of application lodgement, 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.

## 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.

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 application
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the application
<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.

[City of Newcastle](#)

Phone: 02 4974 2000.

Email: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

Address: 12 Stewart Avenue Newcastle West NSW 2302