

Flood Information Application



This form

Use this form to request flood information for a specific parcel of land. See the back of this form for more details about the information we can provide. Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. In this form all references to the City of Newcastle (CN) mean Newcastle City Council. **Your application is not considered lodged until the required fees have been paid.**

Part 1: Applicant and site details

<p>1. Applicant details</p> <p>All correspondence will be sent to the email address provided unless 'care of' email address is specified.</p>	<p>Name or company</p> <p>ABN (required if company).....</p> <p>Postal Address.....</p> <p>Suburb.....Postcode.....</p> <p>Phone</p> <p>E-mail</p> <p>Contact person (if company).....</p>
<p>Leave blank if not required</p>	<p>Will your correspondence be 'care of' another company?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Care of name or company.....</p> <p>ABN (required if company)..... Contact person</p> <p>Postal Address.....</p> <p>Phone.....E-mail</p>
<p>2. Location and title description of the property</p> <p>This information is available on rates notices</p>	<p>Unit No.....House No.....Street.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata Plan.....</p> <p>Other.....</p>
<p>3. Who owns the land?</p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p>Name 1.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Name 2.....Phone.....</p> <p>Address.....Postcode.....</p>
<p>4. Details of previous interactions with CN Officers</p>	<p>Have you spoken about this application with a CN Officer?</p> <p><input type="checkbox"/> Yes, whom did you speak to?.....</p> <p><input type="checkbox"/> No</p>

Part 2: The Application Details

<p>5. What details have you supplied with this application?</p>	<p>To assist with the provision of the requested information the following information has been provided:</p> <p><input type="checkbox"/> Contour plan</p> <p><input type="checkbox"/> Site levels to Australian Height Datum (AHD)</p> <p><input type="checkbox"/> Development concept plan</p> <p><input type="checkbox"/> No site details submitted</p>
<p>6. Information Sought</p> <p>Please indicate the information that is required.</p> <p>Note: advice under (b) (ii) would normally only be sought if advice under (b)(i) has been obtained, indicating that none of the listed flood control lot exclusions for Complying Development Certificates (CDC's) are applicable.</p>	<p>a) General Flood Information</p> <p><input type="checkbox"/> Whether the property is located in a flood prone area and, if so, advice regarding flood behaviour on the property – standard fee applies</p> <p>b) Complying Development Criteria</p> <p>Note: an assessment under Part b) 'Complying Development Criteria' must be accompanied by or have a current part a) 'General Flood Information'</p> <p>(i) <input type="checkbox"/> Find out if whether a flood control lot, or relevant part of a flood control lot, is a flood storage area, a floodway area, a flow path, a high hazard area or a high risk area, for the purpose of making an application for a CDC for Housing or Rural Housing under <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>, or for a Secondary Dwelling under <i>State Environmental Planning Policy (Affordable Rental Housing) 2009</i></p> <p>Note: An additional fee may be invoiced once an assessment under b)(i) has been completed if the assessment requires more than one hour to complete.</p> <p>(ii) <input type="checkbox"/> Whether a proposed development meets the requirements of cl.5(2) or cl.3A.38(2) (development standards for flood control lots) of <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>. You must provide all plans and documents for the proposal</p> <p>Note: Fees are based on an hourly rate. A minimum one hour fee will be charged at lodgement. An invoice will be issued based on an hourly fee once an assessment under b)(ii) has been carried out.</p>
<p>7. Urgency Request</p>	<p>For urgent requests information can be supplied <u>within 48 hours for an additional fee</u>. Is an urgent request being applied for?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. Applicant's declaration</p>	<p>I apply for flood information held by CN relating to the land specified above.</p> <p>Applicant's name</p> <p>Signature.....Date.....</p>

Protecting your privacy

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

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may 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 and Security:	The City of Newcastle, 12 Stewart Avenue Newcastle West NSW 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> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to applications@ncc.nsw.gov.au

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

3. By mail:
The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fees are as outlined on CN's website on the [fees and charges](#) page.

Your application is not considered lodged until the required fees have been paid. 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 be made payable to the City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

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

In Person: 12 Stewart Avenue Newcastle West NSW 2302