A permit is required from City of Newcastle (CN) to operate a crane or similar device on a CN road/land or to occupy space on a CN road reserve for construction purposes in accordance with the Roads Act 1993. Please complete the form below and email traffic@ncc.nsw.gov.au.

NOTE: A fee will also apply for loss of metered / ticket / restricted parking spaces.

The applicant must provide a traffic management plan showing the Traffic Control Plan No. in accordance with the 'RMS Traffic Control at Work Sites Manual' or a revised traffic control plan. A certificate of currency for $10,000,000 public liability insurance of the crane/construction company as well as the traffic control operators is to be supplied to CN with CITY OF NEWCASTLE NOTED AS AN INTERESTED PARTY on the Policy.

Note: The issue of a permit does not guarantee availability of on-street parking spaces for the required day. The applicant may need to reserve the parking spaces by the placement of witches hats or by arranging with businesses/clients on the day.

NAME OF APPLICANT: ________________________________
COMPANY: ________________________________________________________________________________
POSTAL ADDRESS: __________________________________________________________________________
PHONE/MOBILE: ____________________________ Email: _______________________________________________________________________________________

SITE DETAILS
Street: ____________________________________________ Suburb: ________________________________
Between side streets: ____________________________ and ____________________________
Which side (North,South,East,West): ____________________________ Full Road: Yes ☐ No ☐
Proposed Day/s: ____________________________ Date/s: ____________________________ Time/s: ____________________________
Purpose work/closure: __________________________________________________________________________

Will you be removing/using/occupying on-street spaces as part of the work/closure? YES ☐ NO ☐
If yes, the number of parking spaces required: ____________________________

Signature of Applicant: ____________________________ Date: ____________________________

PERMIT NO: __________________________________ (CN OFFICE USE ONLY)

COMMENTS / CONDITIONS
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Application approved by: ____________________________ Date: ____________________________
Road Occupancy Application Form

Part road/lane closure:

Road Occupancy Permit (ROP) application fee $58.95
Per parking space per day in a paid parking area (ticket parking) $35.00
Per parking space per day in a restricted parking area $13.50

Full road closure:

Road Occupancy Permit application fee $130.90
PLUS applicable parking fees (as above)

The table below will assist you to calculate the fees payable for the permit:

No. of parking spaces inside the metered parking area: _____ @ $35/day X _____ days = __________
No. of spaces outside the metered parking area: _____ @ $13.50/day X _____ days = __________
ROP Application Fee: $58.95

TOTAL DUE $_________

Complete this form, scan and send to traffic@ncc.nsw.gov.au and an officer will reply to your email providing the 4-digit permit reference number and confirmed total amount to pay via one of the following options:


Enter biller code 1424811, 4-digit reference number (ROP/xxxx), job address and amount payable. You should provide your email address to receive your receipt then forward to traffic@ncc.nsw.gov.au to confirm payment and an officer will reply with your permit attached to print and place on dashboard(s).

Phone by calling 1300 276 468 and following the prompts

Enter biller code 1424811, 4-digit reference number (ROP/xxxx), and amount payable. Once paid please send an email to traffic@ncc.nsw.gov.au and an officer will check for payment received and reply with your permit attached to print and place on dashboard(s).

CN OFFICE USE ONLY: PAYMENT APPROVED BY: ____________________________
☐ Yes ☐ No

ROAD CLOSURE/CRANE APP. FOR CONSTRUCTION - JOB NO: 10-5120-1001-43515 - T30 - GST FREE
LOSS OF PARKING REVENUE - JOB NO: 600907-8008-43559 - T30 - GST FREE
UNPAID PARKING AREA - JOB NO. 10-5120-1001-43514 - T30 - GST FREE

Protecting your privacy

Purpose & supply: City of Newcastle (CN) collects this information for the sole purpose of processing payment for the application/permit you are applying for. While the supply of this information is voluntary, we will not be able to process your application if this information is not provided.

Intended recipients: The relevant CN Officer/s processing payments. The CN Officer will process the application and delete the financial details once payment has been receipted by us.

Storage and security: The financial information will be deleted following payment processing.

Access: You can contact City of Newcastle on 4974 2000 if you wish to access your information for accuracy.