

# Application for a Section 68 Activity

Under Local Government Act 1993



## This form

Use this form to apply for consent of the nominated Section 68 activities under the *Local Government Act* (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.

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. **Your application is not considered lodged until the required fees have been paid.**

## Part 1: Applicant and site details

### 1. Applicant details

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

Name or company .....

ABN (required if company).....

Postal address.....

Suburb.....Postcode.....

Phone .....

E-mail .....

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 and title description of the property

This information is available on rates notices

Unit No .....House No .....Street.....

Suburb.....

Lot(s).....Section.....

Deposited Plan(s).....Strata plan.....

<p><b>3. Who owns the land?</b></p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p><b>Name 1</b>.....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p> <p><b>Name 2</b>.....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p>
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**Part 2: The Application and Development Details**

<p><b>4. List of Activities</b></p> <p>Nominate all activities that are the subject of this application.</p>	<p><b>Structures</b></p> <p><input type="checkbox"/> Install a manufactured home, moveable dwelling or associated structure on land</p> <p><input type="checkbox"/> Install a domestic oil or solid fuel heating appliance, other than a portable appliance</p> <p><b>Other activities</b></p> <p><input type="checkbox"/> Operate a public car park</p> <p><input type="checkbox"/> Operate a caravan park or camping ground</p> <p><input type="checkbox"/> Operate a manufactured home estate</p> <p><input type="checkbox"/> Install or operate amusement devices</p>
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<p><b>5. Have you discussed the plans with a Council Officer?</b></p>	<p><input type="checkbox"/> Yes. Whom did you speak to? .....</p> <p><input type="checkbox"/> No</p>
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**Part 3: Owner's consent and applicant's declaration**

**6. Owner's consent**

Who signs the form?

- All owners 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).

<p><b>Owner's consent</b></p>	<p>As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.</p> <p><b>Name 1</b> .....</p> <p>Signature .....</p> <p>Company and legal authority (if applicable) .....</p>
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	<p><b>Name 2</b> .....</p> <p>Signature .....</p> <p>Company and legal authority (if applicable) .....</p> <p><b>Name 3</b> .....</p> <p>Signature .....</p> <p><b>Name 4</b> .....</p> <p>Signature .....</p>
<p><b>7. Conflicts of Interest</b></p> <p>Parties include owners, applicants, developers and companies.</p>	<p>Are parties with pecuniary or non-pecuniary interest:</p> <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of Newcastle City Council? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship.....</p> <p><input type="checkbox"/> No</p>
<p><b>8. Applicant's declaration</b></p>	<ul style="list-style-type: none"> <li>• I declare that all the information given is true and correct.</li> <li>• I declare that the electronic data has been named correctly and there are no security settings applied.</li> <li>• I understand that if incomplete, the application may be delayed, rejected or returned.</li> <li>• I understand that the information supplied on this form and any related document may be made available to the public *.</li> </ul> <p>Applicant's name (please print).....</p> <p>Applicant's Signature.....</p> <p><i>*Under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.</i></p>

## Protecting your privacy

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

<b>Purpose of collection:</b>	To enable Council as the consent authority to assess your proposal
<b>Intended recipients:</b>	Council staff and other government agencies that may be required to assess the proposal
<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>	Newcastle City Council, 282 King Street Newcastle 2300 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.

## 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](mailto:applications@ncc.nsw.gov.au)
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

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 282 King Street, Newcastle. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

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

### Fees

Fees are calculated on a scale based on the contract value of the work or number of lots. Fee estimates can be obtained by contacting Council on (02) 4974 2000.

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 Newcastle City Council.

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

In Person: 282 King Street Newcastle