

# Hoarding Application

Application to enclose a footway



## This form

Use this form to apply for a permission to close off portion of a public footway e.g. Construct a hoarding. (This form is also to be used to apply for an extension to an existing hoarding permit)

**Your application will be processed after all required fees have been paid.** If the hoarding is not removed at the end of the nominated time frame you will be contacted and asked to make additional payments.

## 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 .....

## Part 2: Application details

### 3. Details of the proposal.

Attach a sketch of the proposed area of public footway affected by the proposal. The location of the access pits, stop valves and fire hydrants in the footway will need to be indicated on the plan.

**You are advised that you should allow a minimum of 10 working days to enable the application to be processed.**

- a) Proposed closure..... metres long by ..... metres wide as detailed in the attached sketch.
- b) The proposed closure is required from ..... until .....
- The purpose for the closure is, (please tick appropriate box).
- Storage of building materials
  - Protection of public from building or demolition operations
  - Enclosure of maintenance scaffolding (Mobile)
  - Enclosure of scaffolding
  - Placement of building waste container
  - Other (Please specify) .....
- c) It is proposed to erect (please tick appropriate box)
- Overhead protective structure
  - Protective fence

### 4. Details of extension

Complete this section if you are requesting an extension of time for current permit

- a) Current permit reference number .....
- b) The proposed closure is required from .....to .....
- Note:** Standard hoarding fees are required to be paid, see the 'Fees' section at the bottom of this form for details on payment methods.

### 5. Public Utility Authorities conditions

In addition to the specific requirements of any authority relating to a particular site, the following general requirements apply

1. A notice advising of an after hour's emergency contact name and telephone number is displayed on any overhead protective structure or protective fence enclosing part of a footway.
2. Should the need arise, the applicant, at their own expense, shall alter any overhead protective structure or protective fence without delay to allow for alterations or repairs to public utility assets.
3. Avoid building over or preventing access to underground assets or the route of any future asset required for supply of utility services to both temporary and permanent structures.
4. Allow sufficient area around any underground asset for the excavation of joint holes and/or trenches.
5. Repair any damage, at the applicant's expense, to the overhead protective structure or protective fence, caused by the necessity for after hour's emergency access by a public utility authority.

### 6. Building waste container conditions

Unless separate written approval has been obtained from the City of Newcastle (CN), building waste containers must be located on:

1. Private land (part of the building site),
- Or**
2. An area of footway approved by CN (within an area enclosed by protective structure).

<b>7. Probity</b> Parties include owners, applicants, developers and companies.	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?  <input type="checkbox"/> Yes. If yes, state the relationship.....  <input type="checkbox"/> No
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<b>8. Applicant's declaration</b>	I apply for the temporary closure of a public footway and understand that any protective fence or overhead protective structure is to be constructed in accordance with the requirements of SafeWork and that notice of Intention of Commencement is to be provided to SafeWork and to all public utility authorities.  I also understand that I am required to comply with the conditions noted in items 5 & 6 as well as any specific conditions imposed by CN.  Applicant's name (please print)..... Signature.....Date.....
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**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.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN 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>	The City of Newcastle, 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 the type of work being carried out on the site and length of time the hoarding will be within the road reserve, as per CN's [fees and charges](#) document.

### Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

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

In Person: 282 King Street Newcastle