

Application for New Infrastructure on a Public Road (Type 2) Section 138 Roads Act 1993



This form

Use this form to apply for consent to carry out work on, over or under a public road or footway/verge area. Typical works may include:

Public Infrastructure

- Connection of proposed public roads to existing roads,
- Footway paving, private utilities, landscape works, ramps, pipes, connections to roads
- Temporary anchors
- Connection of major stormwater drainage
- Installation or construction of private utility to a public utility

Private Infrastructure

- Permanent balconies and awnings, overhead crossings, encroachments by car parking spaces, posts

Note: Separate applications required for public and private infrastructure.
If connection is proposed to a Classified Road the concurrence of the Roads and Maritime Services will be required.

Fees: A minimum fee will be charged at the time of lodgement of the application. Additional fees may be charged, before the determination of the application, subject to the amount of work proposed. Where the application involves private infrastructure an annual fee may be charged as a condition of consent. All fees will be calculated in accordance with the City of Newcastle's (CN) Fees and Charges.

Part 1: Applicant and site details

1. Your name, address etc.

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

Name or company

ABN (required if company).....

Postal Address.....

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

Phone

E-mail

Contact person (if company).....

Leave blank if not require

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

<p>2. Location and title description of the property</p> <p>This may be the property benefiting from the works.</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>
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<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>
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<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>
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Part 2: Permit details

<p>5. Describe the proposed work</p> <p>Tick all applicable boxes</p>	<p><input type="checkbox"/> A. Public Infrastructure</p> <p>The application will include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Line marking and signposting <input type="checkbox"/> Tree planting/removal <input type="checkbox"/> Landscaping works <input type="checkbox"/> Connections of a new road to an existing road (i.e. new intersection) <input type="checkbox"/> Footway paving <input type="checkbox"/> Kerb and gutter <input type="checkbox"/> Installation of services <input type="checkbox"/> Installation of stormwater drainage <input type="checkbox"/> Proposed connection of stormwater to: <ul style="list-style-type: none"> <input type="checkbox"/> New connection to kerb and gutter outlet <input type="checkbox"/> Existing stormwater pit <input type="checkbox"/> Other <p>If the works involve a driveway and/or footpath, what is the proposed surface finish?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plain concrete <input type="checkbox"/> Exposed aggregate <input type="checkbox"/> Stencil patterned concrete (no-stamped concrete permitted) <input type="checkbox"/> Please specify type and colour..... <p>.....</p> <p>*Please note all concrete footpaths must be in plain concrete only, unless specified by CN.</p>
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	<input type="checkbox"/> B. Private Infrastructure <input type="checkbox"/> Awning <input type="checkbox"/> Balcony <input type="checkbox"/> Private services/infrastructure <input type="checkbox"/> Basement <input type="checkbox"/> Ramp <input type="checkbox"/> Car parks <input type="checkbox"/> Temporary anchors <input type="checkbox"/> Retaining walls <input type="checkbox"/> Other.....
6. Are the works associated with a Development Application or a Complying Development Certificate?	<input type="checkbox"/> Yes Consent No Date issued <input type="checkbox"/> No
7. Estimated cost of development (including GST and excluding the value of the land)	Cost of infrastructure \$..... The cost of the infrastructure is the genuine estimate of the cost associated with the installation of the infrastructure.
8. Who will be doing the work? If the contractor is known please complete. This is compulsory for public or private utility installations	Contractor's name..... Postal address Post CodePhone E-mail Licence No
9. Required documents? Electronic documents only will be accepted	<input type="checkbox"/> Site plan and Construction drawings –one digital copy. Construction drawings shall be prepared and certified by an appropriate engineer in the relevant field or in the case of landscape works, a landscape architect. Construction drawings should reflect CN design standards (Standard Drawings). <input type="checkbox"/> An electronic copy of the Public Liability Insurance Policy, as referred to in question 10. <input type="checkbox"/> Other.....
10. Commencement date?	The proposed works must be commenced within 12 months of the date of any approval issued. Proposed Commencement date
11. Public liability insurance details	Insurance company..... Policy NoAmount of cover

12. Probity

Parties include owners, applicants, developers and companies.

Are there parties to this application with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of the City of Newcastle? or,
- b) a State or Federal Member of Parliament?

- Yes. If yes, state the relationship.....
- No

13. Applicant's declaration

- I apply for consent to carry out the activity or activities described in this application.
- I declare that all the information given is true and correct.
- I understand that if incomplete, the application may be delayed, rejected or returned.

Applicant's name (please print).....

Signature.....Date.....

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, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.

Access:

Your information can be accessed to check 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
 - 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.
3. By mail:
The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

A minimum fee will be charged at the time of lodgement of the application. Additional fees may be charged, subject to the amount of work proposed. Where the application involves private infrastructure an annual fee may be charged as a condition of consent. All fees will be calculated in accordance with CN's Fees and Charges.

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.

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:

When lodging an application:

applications@ncc.nsw.gov.au

After lodgement: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle