

Road Occupancy Application Form



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**

PLEASE TICK

Crane Application **\$58.95** (including Road Occupancy Permit)

APPROPRIATE APPLICATION

Road Occupancy Permit - Partial Closure **\$58.95**

Road Occupancy Permit - Full Closure **\$130.90**

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 Days: _____ 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: _____

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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:

Online at <https://www.bpoint.com.au/pay/>

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 received 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.