

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 (A)

- 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 (B)

- Permanent balconies and awnings, elevated crossings, encroachments by car parking spaces, retaining walls, ramps, basements, fencing

Note: Separate applications required for public (A) and private (B) 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 lodgment 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

<p>1. Applicant details A</p>	<p>Name or company.....</p> <p>ABN (required if company).....</p> <p>Postal Address.....</p> <p>Suburb..... Postcode.....</p> <p>Phone.....</p> <p>E-mail.....</p> <p>Contact person (if company).....</p>
<p>Leave blank if not required</p>	<p>Will your correspondence be 'care of' another company?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>Care of name or Company</p> <p>ABN Contact Person.....</p> <p>Postal address.....</p> <p>Phone Email</p>

<p>2. Location and title description of the property</p> <p>This is 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>
---	---

<p>3. Benefiting property owner</p> <p>Give the name of each owner benefiting from the works. Attach a list if space is insufficient</p>	<p>Name 1.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Email.....</p> <p>Name 2.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Email.....</p>
---	---

Part 2: Permit Details

<p>4. Describe the proposed work</p> <p>Tick all applicable boxes</p> <p>Please include each and every encroachment on the road</p>	<p>A. Public Infrastructure (A)</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>*Please note all concrete footpaths must be in plain concrete only, unless specified by CN.</p>
	<p>B. Private Infrastructure (B)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Awning <input type="checkbox"/> Ramp <input type="checkbox"/> Balcony <input type="checkbox"/> Basement <input type="checkbox"/> Car Park 	<ul style="list-style-type: none"> <input type="checkbox"/> Retaining walls <input type="checkbox"/> Fences <input type="checkbox"/> Elevated crossings <input type="checkbox"/> Other.....

<p>5. Details of previous interactions with CN Officers</p>	<p>Have you spoken about this application with a CN Officer?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, whom did you speak to?.....</p>
<p>6. Are the works associated with a Development Application, Complying Development Certificate or a Building Information Certificate</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, if so:</p> <p>Application No</p> <p>Date issued</p>
<p>7. Is the encroachment existing or proposed?</p> <p>Only required for Private Infrastructure (B) applications</p>	<p><input type="checkbox"/> Existing encroachment</p> <p><input type="checkbox"/> Proposed encroachment, if so:</p> <p>Proposed commencement date</p>
<p>8. Estimated cost of infrastructure (including GST and excluding the value of the land)</p>	<p>Cost of infrastructure \$</p> <p>The cost of the infrastructure is the genuine estimate of the cost associated with the installation of the infrastructure.</p>
<p>9. Who will be doing the work?</p>	<p>Contractor's name</p> <p>Postal address</p> <p>Post Code Phone</p> <p>E-mail</p> <p>License No</p>
<p>10. Public Liability Insurance details</p>	<p>Insurance company</p> <p>Policy No Amount of cover \$.....</p>
<p>11. Probity</p> <p>Parties include owners, applicants, developers, and companies</p>	<p>Are there parties to this application 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 the City of Newcastle?</p> <p>Or,</p> <p>b) A State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship.....</p> <p>.....</p> <p><input type="checkbox"/> No</p>

<p>12. Owners Consent</p> <p>Only required for Private Infrastructure (B) applications</p>	<p>As the owner(s) of the property, I/we consent to the lodgement of this application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Local Government Act 1993, Building Code of Australia, and Roads Act 1993, as applicable.</p> <p>Name.....Signature.....Date.....</p> <p>Name.....Signature.....Date.....</p>
<p>13. Applicant's Declaration</p>	<ul style="list-style-type: none"> • 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. <p>Applicant's name (please print)</p> <p>Signature Date</p>
<p>14. Required Documents?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Site plan and Construction drawings – one digital copy. Construction drawings should 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). <p>Private Infrastructure (B) encroachments must be delineated in red and include total area (m²)</p> <ul style="list-style-type: none"> <input type="checkbox"/> An electronic copy of the Public Liability Insurance Policy, as referred to in question 10, specifically indemnifying City of Newcastle. <input type="checkbox"/> Other

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, 12 Stewart Avenue Newcastle West 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.

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application 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

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 12 Stewart Avenue Newcastle West.

3. By mail:

The City of Newcastle

PO Box 489, Newcastle NSW 2300

Fees

A minimum fee will be charged at the time of lodgment of the application. Additional fees may be charged, subject to the proposed work. 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 all required documentation is submitted and 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 made 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