



# ACTIVITY APPROVAL APPLICATION FORM

Made under the Local Government Act 1993, Section 68;  
The Local Government (General) Regulation & (Manufactured Home Estates,  
Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

Revision No. 18-10-2017

OFFICE USE ONLY

Place Stamp Here

Receipt No: .....

Date: .....

RN: .....

<b>S68 No:</b>	<b>DA No:</b>	<b>Parcel No:</b>
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## PART 1 – APPLICATION DETAILS

### INFORMATION FOR APPLICANT

Information for Applicants: Prior to lodging this form, please refer to Attachment A and Attachment B for information on what you will need to lodge with this application form. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees must be paid at the time of lodgement.

Site inspections are carried out prior to the assessment of any application. As a result of this inspection, further information may be required. If this is the case, a Council Officer will contact you shortly after the initial inspection.

### PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m <sup>2</sup>
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

### APPLICANT DETAILS

Name		Company	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		Customer Reference	

### APPLICATION TYPE

*Note: Refer to Attachment A for a list of relevant Activity Approvals.*

*Note: Activity approvals relating to on-site wastewater treatment systems require a separate application form.*

**Specify activity**

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### ESTIMATED COST OF WORK

What is the estimated cost of the development? \$

### DEVELOPMENT CONSENT

*Note: Development consent may be required prior to undertaking an activity. Please consult Council for advice.*

Do you have a development consent relevant to this proposal?			Yes	No
If yes, please provide Development Consent Number	8 / ___ / ___ / ___ (e.g 8 / 2000 / 100 / 1)	Date Determined	__ / __ / __	

## DECLARATION OF CONFLICT OF INTEREST

Is the land owner or the applicant of this proposal a 'Council Official'?	Yes	No
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'Council official' means a Councillor or Council staff member; or a spouse, de-facto or same sex partner of a Councillor or Council staff member.

*Note: Please refer to Council's Policy: Lodgement of a Development Application, Section 96 Application, Section 82A Application and/or other application by a Council Official, which is available on Council's website [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au)*

## POLITICAL DONATIONS AND GIFTS

Have you, or any person with a financial interest in this application, made a political donation or gift (greater than \$1000) to a Cessnock City Council Councillor during the past 2 years?	Yes	No
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*If Yes, you are required to submit a Statement of Disclosure of Political Donations and Gifts with your application. For more information regarding Disclosures of Political Donations and Gifts and to obtain a Disclosure form, visit Council's website or contact Council's Customer Service Centre.*

## OWNER(S) DETAILS AND CONSENT

Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Post Code	Mobile

*I/We the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit a duly authorised officer of Cessnock City Council to enter the land or premises to carry out inspections and undertake work as required for the administration of the Act(s), Regulations or Planning Instrument.*

Signature(s)

Name of Person signing (Please print)

Please indicate by 'X'	Private Land Owner	Sole Director	Director, Secretary & Company Seal
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**Note: All owner(s) of the land, the subject of this application, must sign this form.** If you are not the owner of the land, you must have all the owners sign the application.

**Note:** If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).

**Note:** In the case of land that is the subject of a strata scheme under the [Strata Schemes \(Freehold Development\) Act 1973](#) or the [Strata Schemes \(Leasehold Development\) Act 1986](#), the owners corporation for that scheme must be constituted under the [Strata Schemes Management Act 1996](#). A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

**Note:** In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the [Community Land Development Act 1989](#), the association for the parcel must provide consent.

**Note:** If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

## APPLICANT DECLARATION

*I/We apply for approval to carry out the development or works described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.*

*I/We also understand that if the information is incomplete, the application may be delayed, rejected, or refused without notice.*

*I/We give consent to Cessnock City Council to use the application, plans and documents, including designs, provided in support of this application for advertising and notification purposes.*

Applicant(s) Name	Date
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Applicant(s) Signature

## PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

## ATTACHMENT A – SECTION 68 ACTIVITY APPROVAL LIST

### APPLICABLE ACTIVITY UNDER SECTION 68 OF THE LOCAL GOVERNMENT ACT 1993

**Part A Structures or places of public entertainment**

- 1 *Install a manufactured home, moveable dwelling or associated structure on land*

**Part B Water supply, sewerage and stormwater drainage work**

- 5 *Carry out stormwater drainage work*

**Part C Management of waste**

- 1 *For fee or reward, transport waste over or under a public place*
- 2 *Place waste in a public place*
- 3 *Place a waste storage container in a public place*
- 5 *Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility*
- 6 *Operate a system of sewage management (within the meaning of section 68A)*

**Part D Community land**

- 1 *Engage in a trade or business*
- 2 *Direct or procure a theatrical, musical or other entertainment for the public*
- 3 *Construct a temporary enclosure for the purpose of entertainment*
- 4 *For fee or reward, play a musical instrument or sing*
- 5 *Set up, operate or use a loudspeaker or sound amplifying device*
- 6 *Deliver a public address or hold a religious service or public meeting*

**Part E Public roads**

- 1 *Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway*
- 2 *Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road*

**Part F Other activities**

- 1 *Operate a public car park*
- 2 *Operate a caravan park or camping ground*
- 3 *Operate a manufactured home estate*
- 4 *Install a domestic oil or solid fuel heating appliance, other than a portable appliance*
- 5 *Install or operate amusement devices*
- 6 **(Repealed)**
- 7 *Use a standing vehicle or any article for the purpose of selling any article in a public place*
- 8, 9 **(Repealed)**
- 10 *Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations*

SUBMISSION REQUIREMENT	COPIES	REQUIRED INFORMATION	APPLICANT USE	OFFICE USE
<b>For ALL approvals provide the following:</b>				
	1	Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
		Payment of Application Fees	<input type="checkbox"/>	<input type="checkbox"/>
		Owner's Consent	<input type="checkbox"/>	<input type="checkbox"/>
		Plans <i>Plans must be drawn to scale in ink and <b>must</b> be supplied on A4 or A3 size paper, except where the complexity of the detail requires larger paper. Free hand or illegible drawings can not be accepted. An electronic copy may also be provided in addition to a hardcopy.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>For PART A1 approvals provide the following:</b>				
<b>Part A Structures or places of public entertainment</b> <i>1 Install a manufactured home, moveable dwelling or associated structure on land</i>	3	Plans and Elevations	<input type="checkbox"/>	<input type="checkbox"/>
	3	Specifications	<input type="checkbox"/>	<input type="checkbox"/>
	3	Structural Engineering Certificate	<input type="checkbox"/>	<input type="checkbox"/>
<b>For PART B5 approvals provide the following:</b>				
<b>Part B Stormwater drainage work</b> <i>5 Carry out stormwater drainage work</i>	3	Stormwater plans	<input type="checkbox"/>	<input type="checkbox"/>
	3	Details of the type of work	<input type="checkbox"/>	<input type="checkbox"/>
	3	Plumber details	<input type="checkbox"/>	<input type="checkbox"/>
<b>For PART F2 approvals provide the following:</b>				
<b>Part F Other activities</b> <i>2 Operate a caravan park or camping ground</i>	3	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
	3	Caravan Park (or Camping Ground) Operations Document	<input type="checkbox"/>	<input type="checkbox"/>
<b>For PART F3 approvals provide the following:</b>				
<b>Part F Other activities</b> <i>3 Operate a manufactured home estate</i>	3	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
	3	Caravan Park (or Camping Ground) Operations Document	<input type="checkbox"/>	<input type="checkbox"/>
<b>For PART F4 approvals provide the following:</b>				
<b>Part F Other activities</b> <i>4 Install a domestic oil or solid fuel heating appliance, other than a portable appliance</i>	3	Heating Appliance Details	<input type="checkbox"/>	<input type="checkbox"/>

**HOW TO LODGE YOUR APPLICATION**

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p><b>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</b></p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>How to Contact Us</b> Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a></p> <p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am &amp; 1 to 5pm</p> <p><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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**If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.**

*Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.*

*Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.*

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

<b>Payment Contact Name:</b> .....	<b>Payment Contact Phone Number:</b> .....
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