



# ADDRESSING APPLICATION FORM

Revision Date: 18-10-2017

OFFICE USE ONLY
Place Stamp Here:
Date Received: .....
Fee: .....
RN: .....

PIN:	Job No: 147 (DA) or 148 (Non DA)	Land Zoning:	Officer Name:
------	----------------------------------	--------------	---------------

## PART 1 – APPLICATION DETAILS

### APPLICANT DETAILS

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

### APPLICATION REFERENCE

Is this application related to a Development Application?	Yes	No
<i>If yes, please provide Application Reference Number</i>	8 / ___ / ___ / ___ <small>(e.g 8 / 2000 / 100 / 1)</small>	

### LOCATION OF PROPERTY REQUIRING ADDRESSING

❖ For reference purposes, please enter any current addressing used for the property to be numbered.  
 ❖ For rural properties, an address number is assigned based on a calculated distance along the road via which the property is accessed. **Please provide a site plan showing the existing or proposed access point to the property clearly marked with an "X".**

Unit No:	House No:	Street:
Suburb/Locality:		Post Code:
<i>Property Title</i>		
Lot(s):	Section:	Deposited Plan (DP):

### APPLICANT DECLARATION

Applicant(s) Name:	Date:
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).

### OFFICE USE ONLY

Date Complete:	Officer Name:	
Comment:		

## PARTICULARS OF FEES OR CHARGES

## DEVELOPMENT SERVICES

**Initial Addressing Fee, for which Council will:**

- Provide you with one new or modified address which complies with the 'Australian/New Zealand Standard for Rural and Urban Addressing';
- Notify you of the new or modified addressing;
- Notify surrounding residents (only when their address will change as result of your new property addressing);
- Notify the following Authorities of the new or modified addressing:-
  - Ausgrid
  - Australia Post
  - Australian Electoral Commission (AEC)
  - Hunter Water Corporation
  - Land & Property Information
  - Telstra

*Refer to Council's current adopted Fees and Charges [www.cessnock.nsw.gov.au/council/rates/fees](http://www.cessnock.nsw.gov.au/council/rates/fees)*

**Additional Addressing Fees are Required For:**

- Allocation of each new address (on a per lot/dwelling basis) beyond the initial one;

**TOTAL NUMBER OF LOTS/DWELLINGS**

(Less one covered by the initial application fee)

- Provision of number plaques for rural properties (optional);

**NUMBER OF PLAQUES**

*Refer to Council's current adopted Fees and Charges [www.cessnock.nsw.gov.au/council/rates/fees](http://www.cessnock.nsw.gov.au/council/rates/fees)*

**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></p> <p>Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> Web: <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><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges. <a href="http://www.cessnock.nsw.gov.au/council/rates/fees">www.cessnock.nsw.gov.au/council/rates/fees</a></p>
--	---	---

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> .....
------------------------------------	--