



Revision No. 5-03-2019

ROADS ACT APPLICATION FORM

OFFICE USE ONLY

Register No:
Parcel No:
Receipt No:
Date:

PART 1 – APPLICATION DETAILS

APPLICANT DETAILS

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

PROPERTY DETAILS

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

REASON OF WORKS

Are the works a requirement for development consent?		Office Use Only If yes register 110	Yes	No
If yes, please provide Development Consent Number		8 / ___ / ___ / ___ (e.g 8 / 2000 / 100 / 1)	Date Determined	___ / ___ / ___
Please specify Development Consent Condition number:				
Are the works required for other reasons?			Yes	No
If yes, please specify:				

ESTIMATED VALUE OF WORK

Note: Estimated value is equal to contract cost or value as determined by Council

What is the estimated value of the work? \$

DESCRIPTION OF WORKS

Please indicate by 'X' which application you are making. Mark more than one box if appropriate.

Construction Activities Office Use Only: If yes register 48		Road Opening Office Use Only: If yes register 48		Construction works Office Use Only: If yes register 110	
<input type="checkbox"/>	Loading and unloading using mobile plant	<input type="checkbox"/>	Digging up the road surface	<input type="checkbox"/>	Footpaths or cycle ways
<input type="checkbox"/>	Concrete pumps, agitators and the like	<input type="checkbox"/>	Laying underground pipes	<input type="checkbox"/>	Extending or constructing a lane, or widening road shoulders
<input type="checkbox"/>	Swinging a hoist or crane over the road reserve	<input type="checkbox"/>	Underboring	<input type="checkbox"/>	Kerb and gutter, pits, lintels, or drainage infrastructure
Erection of Structure Office Use Only: If yes register 47		<input type="checkbox"/>	Tapping into water mains	<input type="checkbox"/>	Retaining structures
<input type="checkbox"/>	Fixed furniture	<input type="checkbox"/>	Laying sewer or stormwater pipes	Vehicle Accessing Crossing Office Use Only: If yes register 44	
<input type="checkbox"/>	Hoarding or scaffold	<input type="checkbox"/>		<input type="checkbox"/>	Driveway
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Has a Traffic Control Plan been attached? Yes No

PUBLIC LIABILITY

Has a \$20 million Certificate of Currency been attached? Yes No

DECLARATION

I hereby make application to Council for permission to develop, as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I undertake to develop in conformity with such approval and Acts and Codes.

Applicant(s) Name

Date

Applicant(s) Signature

PART 2 – INFORMATION FOR APPLICANT**FEES**

Application fee (Office use Only Reg 110)		
Road Extension (<i>urban, commercial, industrial, rural residential</i>)	<i>Fee based on Length</i>	Length _____
Rural road or 1/2 road or less	<i>Fee based on Length</i>	Length _____
Drainage (<i>no road construction</i>)	<i>Fee based on Length</i>	Length _____
Miscellaneous (<i>retaining walls, car parks etc</i>)	<i>Based on % of cost</i>	Value _____
Works Maintenance Bond	<i>Based on 5% of total cost of works</i>	_____
Application Fee (Office use Only Reg 47-48)		
Footpath/Road/Land Occupation	<i>Fee based on time of occupation</i>	No. of Months _____
Swing hoist/crane over road reserve	<i>Fee based on time of occupation</i>	No. of Months _____

WORKS MAINTENANCE BOND

Council requires a bond in accordance with the following:-

1. Prior to commencement of works to ensure Council has sufficient funds to make good any safety or work issues as deemed necessary by Council
2. As a maintenance bond to ensure that the quality of works and suitability of design.

INFORMATION REQUIRED WITH SUBMISSION

1 x Electronic (USB or via Email) set of Construction plans in accordance with Council's Engineering Requirements for Development, standards, specifications, policies etc.

Erosion and Sediment Control Plan shall be included in the construction plans. Details are to be provided addressing the whole site in accordance with the Landcom "Soils and Construction" Manual.

PART 3 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

OR

General Manager
Cessnock City Council
DX 21502
CESSNOCK

Payment Method

By mail - Cheque, Money Order
or Credit Card (*complete the
section below*)

**Lodge in person
(between 9am – 4.30pm) at
Council’s Administration Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

Lodge Electronically

Submit via Email to
council@cessnock.nsw.gov.au

Payment Method

In person - Cash, Cheque, Money
Order, Mastercard, Visa, and/or
EFTPOS.

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

Duty Officers are available weekdays:
Planning - 9am to 5pm
Building - 9 to 10am & 1 to 5pm

Fees

Fees are calculated in accordance with
Council’s adopted fees and charges.

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.

Payment Contact Name:

Payment Contact Phone Number:

PART 4 - REFUND DETAILS

Name:	
Phone:	
ABN: (If Applicable)	
Address:	
BSB:	
Account No:	
Account Name:	
I understand that any monies that are due for refund in relation to this application will be refunded by electronic means using the above mentioned details.	
Signed:	
Date:	