



ROAD EVENTS AND ACTIVITIES TEMPORARY ROAD CLOSURE APPLICATION FORM

OFFICE USE ONLY	
DA No:	
Parcel No:	
Receipt No:	
Date:	
Receipt Key / Type: 187	

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)

LOCATION

Roadway	Footpath	Road Status	Classified	Unclassified
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DATE & TIME OF ACTIVITY

Is the event a 'single date' or 'multiple date' event?		Single	Multiple Date
Date(s)	Start Time	Finish Time	

ACTIVITY TYPE

<input type="checkbox"/>	More than 500 participants and spectators (Development Application may be required)
<input type="checkbox"/>	500 or fewer participants and spectators
<input type="checkbox"/>	Police Controlled Event

DESCRIPTION OF THE PROPOSED ACTIVITY / EVENT

No. of staff / volunteers	Expected number of attendees	Total
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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	

PLAN & SITE CHECKLIST

PLEASE SUBMIT THIS COMPLETED CHECKLIST WITH YOUR APPLICATION.

	Yes	N/A
Shown the direction of north on the plan or sketch?		
All contact information and details of the activity / event		
A Traffic Management Plan		
A Traffic Control Plan(s)		
A Risk Assessment to confirm the existing and likely risks that may arise to event patrons and other road users as a result of the activity / event		
A copy of your Public Liability Insurance		
Copies of approvals from other external authorities		
"Form 1 – Notice of Intention to Hold a Public Assembly" form with lodgement confirmation from the NSW Police Force		
RMS Road Occupancy Licence Application		
NSW Police Force approval		
Approval to film (from Screen Hunter-Central Coast)		

PART 3 – LODGEMENT INFORMATION**HOW TO LODGE YOUR APPLICATION**

<p>Address the application to</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>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council's Administration Building</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>Payment Method In person - Cash, Cheque, Money Order, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4300 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Fees 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 4300.

CREDIT CARD PAYMENT AUTHORITY

CREDIT CARD PAYMENT DETAILS

VISA	Card Holder Phone Number		
MASTERCARD	NO. _____ / _____ / _____ / _____	CVV	
EXPIRY DATE	NAME ON CARD		

SIGNATURE

THIS PAGE IS NOT TO BE SCANNED

All hardcopies to be destroyed according to procedures