



# APPLICATION FOR NAMING OR RE-NAMING OF A PUBLIC ROAD

## OFFICE USE ONLY

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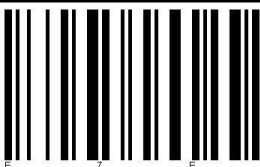
### APPLICANT AND OWNER DETAILS

Name:			
Address:			
Phone Number:			
Reference:			
Signature:		Date:	

### APPLICATION OF NAMING OR RE-NAMING OF A PUBLIC ROAD SECTION 162 ROADS ACT 1993 & Geographical Names Board NSW

Details of Existing Use:	
Details of Services within the Road Boundary's:	
List and Consent of Adjoining Land Owners:	

Place Records Stamp Here



## APPLICANTS INFORMATION CHECKLIST

**THIS INFORMATION CHECK SHEET IS TO BE COMPLETED FOR COUNCIL'S RECORDS BY ALL APPLICANTS FOR ROAD NAMING AND IS TO BE LODGED WITH EVERY ROAD NAMING APPLICATION.**

	Yes	No	N/A
1. All information on the application has been completed			
2. Site plan/sketch completed showing relevant information drawn at or reduced to A4 size (page 4 of the form)			
3. Payment of Stage 1 preliminary investigation fee attached (See page 6 of this form)			
4. Agreement of adjoining property owners (evidence in writing required)			
5. Agreement of public authorities as required and evidence in writing from:			
<ul style="list-style-type: none"> <li>NSW Rural Fire Services <a href="mailto:lower.hunter@rfs.nsw.gov.au">lower.hunter@rfs.nsw.gov.au</a></li> </ul>			
<ul style="list-style-type: none"> <li>NSW Fire Brigade</li> </ul>			
<ul style="list-style-type: none"> <li>NSW Police Force</li> </ul>			
<ul style="list-style-type: none"> <li>Ambulance Service of NSW</li> </ul>			
<ul style="list-style-type: none"> <li>Australia Post NSW</li> </ul>			
<ul style="list-style-type: none"> <li>The State Emergency Service</li> </ul>			
<ul style="list-style-type: none"> <li>In the case of a classified Road – Transport for NSW</li> </ul>			
<ul style="list-style-type: none"> <li>Telstra <a href="mailto:F1103732@team.telstra.com">F1103732@team.telstra.com</a></li> </ul>			
<ul style="list-style-type: none"> <li>Energy Australia</li> </ul>			
<ul style="list-style-type: none"> <li>Hunter Water Australia <a href="mailto:enquiries@hunterwater.com.au">enquiries@hunterwater.com.au</a></li> </ul>			
<ul style="list-style-type: none"> <li>A.G.L. <a href="mailto:customer.solutions@agl.com.au">customer.solutions@agl.com.au</a></li> </ul>			



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### PLAN

### SCALE:

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The site plan shall include:

- north point;
- location;
- adjoining property information in relation to the road proposed to be closed;
- the dimensions and area of the road;
- the location of any existing public utilities on the road;
- proposed road name;
- the location and use of any buildings or structures encroaching on the road; and
- the location and use of buildings on sites adjoining the road.

Comment [CD1]: Page: 3



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## ADVICE SHEET

ROAD NAMING OR RE-NAMING OF PUBLIC ROADS MAY BE CONSIDERED UNDER THE ROADS ACT 1993.

### NAMING OF PRIVATE ROADS

There is no legislated process for the naming of private roads. However, the Geographical Names Board of NSW recommends that individuals or organisations naming these roads comply with the Guidelines for the Naming of Roads published by the board. Once a name is chosen the name shall be notified to the following:

The General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325	The Team Leader, Topographic Data NSW Department of Lands PO Box 143 BATHURST NSW 2795
Mail/In Person 62-78 Vincent St, CESSNOCK NSW 2325	The Manager Australia Post NSW PO Box 316 STRAWBERRY HILLS NSW 2012

## COSTS FOR NAMING OR RE-NAMING OF A PUBLIC ROAD

*As per Council Fees and Charges (FY20/21) Road Naming and Re-naming (Roads Act 1993 & Geographical Names Board NSW)*

Below is a list of approximate costs you could expect for the naming or re-naming of a road. Fees and costs will vary depending on the complexity of the naming.

Stage 1	\$ (Incl GST)
Council Preliminary Investigation Fee - to Council Report resolving to endorse application or otherwise	\$714
Stage 2	\$ (Incl GST)
Application Processing Fee	\$204
Street Blade & Installation	\$561

**The applicant is responsible for the FULL COST when applying for the re-naming of a public road.**

**Please present your completed application to the staff at the Cessnock City Council's Administration Building, 62-78 Vincent Street, Cessnock, by mail to PO Box 152, Cessnock NSW 2325 or by email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).**

## PAYMENT DETAILS

*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:
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## LEGISLATION

The following extracts of the Roads Act 1993 and Roads Regulation 2018 are included for information.

### ROADS ACT 1993 - SECTION 162

#### S162 Naming of public roads

- (1) A roads authority may name and number all public roads for which it is the roads authority.
- (2) RMS may name and number all classified roads.
- (3) Neither a roads authority nor RMS may name a public road, or alter the name of a public road, unless it has given the Geographical Names Board at least one month's notice of the proposed name.

### ROADS ACT 1993 - SECTION 264

#### Regulations

#### "264 Regulations

- (1) The Governor may make regulations, not inconsistent with this Act, for or with respect to any matter that by this Act is required or permitted to be prescribed or that is necessary or convenient to be prescribed for carrying out or giving effect to this Act and, in particular, for or with respect to:
  - (a) the naming of public roads,

### ROADS REGULATION 2018 - Clause 7

#### 7 Procedure for naming roads

- (1) A roads authority that proposes to name or rename a road must:
  - (a) publish notice of the proposal in a local newspaper or on the roads authority's website, and
  - (b) notify all relevant parties of the proposal.
- (2) The notice must state that written submissions on the proposed name may be made to the roads authority and must specify how, and the date by which, submissions are to be made.
- (3) Any person may make written submissions to the roads authority on its proposal to name or rename a road.
- (4) A roads authority (other than the Minister) may not proceed with a proposal to name or rename a road against an objection made by a relevant party except with the approval of the Minister.
- (5) If, after considering any submissions duly made to it, the roads authority decides to proceed with the proposed name, the roads authority:
  - (a) must publish notice of the new name in the Gazette and in a local newspaper or on the roads authority's website, giving (in the case of a road that is being named for the first time) a brief description of the location of the road, and
  - (b) must notify the relevant parties of the new name, giving sufficient particulars to enable the road to be identified.
- (6) In this clause, **relevant party** means the following:



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- (a) Australia Post,
- (b) the Registrar-General,
- (c) the Surveyor-General,
- (d) the chief executive of the Ambulance Service of NSW,
- (e) Fire and Rescue NSW,
- (f) the NSW Rural Fire Service,
- (g) the NSW Police Force,
- (h) the NSW State Emergency Service,
- (i) the NSW Volunteer Rescue Association,
- (j) in relation to a classified road—RMS.