

# Application for a Driveway and/or a Road Opening Permit (Type 1)

Section 138, Roads Act 1993



## This form

If the proposed works are beyond the scope identified on this form a Type 2 application is required.

If you are not a public authority, use this form to apply to carry out the nominated works on a road under the control of City of Newcastle (CN). If the works are on other roads, you should contact the relevant road authority.

The nominated works are:

- Construct or reconstruct a driveway
- Remove a redundant driveway
- Connect stormwater to the kerb and gutter (i.e. road opening)
- Connect to a public utility such as the water supply (i.e.road opening)

Note: Failure to complete all relevant sections or provide required documentation may result in your application being returned.

Fees: Fees must be paid on lodgement or your application will not be accepted. Please refer to the fees and charges on CN's [website](#).

## Part 1: Applicant and site details

### 1. Your name, address etc.

All correspondence will be sent to the email address provided unless a 'care of' email address is specified below

Leave blank if not required

Name or company .....

ABN (required if company).....

Postal Address.....

Suburb.....Postcode.....

Phone .....

E-mail .....

Contact person (if company).....

Will your correspondence be 'care of' another company?

Yes

No

Care of name or company.....

ABN (required if company)..... Contact person .....

Postal Address.....

Phone.....E-mail .....

<p><b>2. Location of property the works relate to</b></p> <p>This may be the property benefiting from the works.</p>	<p>Unit No.....House No.....Street.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata Plan.....</p> <p>Other.....</p>
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<p><b>3. Who owns the land?</b></p> <p>Give the name of every owner. Attach a list if space insufficient.</p>	<p>Name 1.....Phone.....</p> <p>Address.....Postcode.....</p> <p>Name 2.....Phone.....</p> <p>Address.....Postcode.....</p>
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**Part 2: Permit details**

<p><b>4. Are the works associated with a Development Application (DA) or a Complying Development Certificate (CDC)?</b></p>	<p><input type="checkbox"/> Yes, Consent No ..... Date Issued.....</p> <p>Note: Applications associated with a DA must be lodged after the DA has been determined.</p> <p><input type="checkbox"/> No, it is needed before a CDC can be issued</p> <p><input type="checkbox"/> No, it is not related to a recent approval.</p>
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<p><b>5. Describe the proposed work</b></p> <p>Tick the applicable boxes</p>	<p><input type="checkbox"/> <b>A. Driveway</b></p> <p>The application will include:</p> <p><input type="checkbox"/> New Driveway      How many? .....</p> <p><input type="checkbox"/> Reconstruct an existing driveway</p> <p><input type="checkbox"/> Remove the existing driveway and replace with kerb</p> <p><input type="checkbox"/> Impact on a tree located on public land</p> <p><input type="checkbox"/> Other .....</p> <p>If the works involve a driveway, what is the proposed surface finish?</p> <p><input type="checkbox"/> Plain concrete      <input type="checkbox"/> Exposed aggregate</p> <p><input type="checkbox"/> Stencil patterned concrete (no-stamped concrete permitted)</p> <p>Please specify type and colour .....</p> <p>.....</p> <p>* Please note all concrete footpaths must be in plain concrete only, unless specified by CN.</p>
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<p>If the proposed works are beyond the scope identified a Type 2 application is required</p>	<p><input type="checkbox"/> <b>B. Road Opening</b> (other than driveway)</p> <p>Nature of works being undertaken:</p> <p><input type="checkbox"/> Connect property stormwater to the kerb and gutter</p> <p><input type="checkbox"/> Connect to a Public Utility e.g. water main, gas, telecommunications</p> <p><input type="checkbox"/> Other.....</p> <p>Location of Opening:</p> <p><input type="checkbox"/> Road    <input type="checkbox"/> Footpath    <input type="checkbox"/> Kerb &amp; Guttering</p> <p><input type="checkbox"/> Other.....</p> <p>Surface type: <input type="checkbox"/> Asphalt    <input type="checkbox"/> Concrete    <input type="checkbox"/> Earth    <input type="checkbox"/> Pavers</p> <p>Dimensions: _____m x _____m</p>
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<p>Note: Final restoration by CN will incur additional charges above the application fee.</p>	<p>Date of opening: .....</p> <p>*Is the permanent restoration to be undertaken by:</p> <p><input type="checkbox"/> CN (restoration fees apply - refer to CN <a href="#">Fees and Charges</a>)</p> <p><input type="checkbox"/> Applicant</p>
<p><b>6. Required documents to be included in an application for a driveway</b></p> <p>Please note, plans are not required for a road opening permit</p>	<p><input type="checkbox"/> If associated with a DA, one copy of the stamped approved site plan</p> <p><input type="checkbox"/> If associated with exempt or complying development, one copy of the proposed site plan</p> <p><input type="checkbox"/> If reconstructing an existing driveway, no plans required (Non DA related)</p>
<p><b>7. Commencement date? (for driveway)</b></p>	<p>The proposed works must be commenced within 24 months of the date of any approval issued. Please allow 4 weeks for driveway applications to be processed.</p> <p>Proposed Commencement date: .....</p>
<p><b>8. Who will be doing the work?</b></p> <p>If the contractor is not known please put TBA</p>	<p>Contractor's name.....</p> <p>Postal address .....</p> <p>Post Code ..... Phone.....</p> <p>E-mail ..... Licence No .....</p>
<p><b>9. Public liability insurance details</b></p>	<p>Insurance company.....</p> <p>Policy No ..... Amount of cover \$.....</p>
<p><b>10. Probity</b></p> <p>Parties include owners, applicants, developers and companies.</p>	<p>Are there parties to this application with pecuniary or non-pecuniary interest:</p> <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of the City of Newcastle? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship and person .....</p> <p><input type="checkbox"/> No</p>
<p><b>11. Applicant's declaration</b></p>	<ul style="list-style-type: none"> <li>I apply for consent to carry out the activity or activities described in this application.</li> <li>I declare that all the information given is true and correct.</li> <li>I understand that if incomplete, the application may be delayed, rejected or returned.</li> </ul> <p>Applicant's name .....Date.....</p> <p>Applicant signature.....</p>

## Protecting your privacy

The City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal.
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal.
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	The City of Newcastle, 12 Stewart Avenue Newcastle West will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be accessed to check for accuracy by calling (02) 4974 2000.

## How to lodge your application

### Applications can be lodged:

1. By email meeting the following criteria:
  - Enter the address of the property and the type of application in the subject line of the email.
  - Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
  - Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)
2. In person, at the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West.
3. By mail:  
The City of Newcastle  
PO Box 489  
Newcastle NSW 2300

### Fees

A minimum fee will be charged at the time of lodgement of the application. Additional fees may be charged, subject to the amount of work proposed. Where the application involves private infrastructure, an annual fee may be charged as a condition of consent. All fees will be calculated in accordance with CN's [Fees and Charges](#).

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required.

### Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS. If an application is submitted without payment, you will be contacted to arrange payment. Payments can be taken over the phone or by a payment gateway that will be emailed to you. Payments need to be made within 24 hours of contact.

Please note a merchant fee is payable on all credit card transactions. Cheques are to be made payable to the City of Newcastle.

### Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

### How to contact us:

Phone: (02) 4974 2000

E-mail:

When lodging an application:

[applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

In Person: 12 Stewart Avenue Newcastle West