

# Works on Public Infrastructure Application Form

Roads Act (S138) and/or Drainage Works (S68) and/or Works within  
the Road Reserve

116 Adelaide Street,  
Raymond Terrace NSW 2324

PO Box 42  
Raymond Terrace NSW 2324

**p** 02 4988 0255 | **f** 02 4988 0130  
**e** [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)

**DX** 21406 | **ABN** 16 744 377 876

## ABOUT THIS FORM

Use this form to apply for approval to carry out work on, over, or under a public road/footpath/verge area that is under the control of Council. Typical works may include:

- Connection of proposed public roads to existing roads,
- Footway paving, private utilities, landscape works, ramps, pipes, connections to roads
- Permanent balconies and awnings, overhead crossings, encroachments by car parking spaces, posts
- Footpath occupation by such items as cranes, hoarding, skip bins, etc.
- Construction Zones
- Connection of stormwater drainage to the kerb and gutter or to Councils stormwater infrastructure
- Installation or construction of private utility to a public utility

Note: If the proposed works are on a classified road then concurrence of the Roads and Maritime Services will be required.

## DRIVEWAY APPLICATIONS

Please use this Driveway Application form to apply: [pscouncil.info/driveway-application](http://pscouncil.info/driveway-application)

## ROADS OPENING AND ACCESS APPLICATIONS

Please use this Roads Opening and Access Application (Bore/excavate under road or footpath) form to apply:  
[pscouncil.info/roads-opening-access-application](http://pscouncil.info/roads-opening-access-application)

## PAYMENT INFORMATION

Based on this application form and any supporting plans, a fee as per Port Stephens Council Fees and Charges will be calculated and issued to the applicant, and is payable at the time of lodgement.

Your application will not be processed until the application fee is received. Council accepts payment:

- Credit Card (by phone). Please note credit card payments will incur a 0.55% credit card fee.
- In person at the Council Administration Building, 116 Adelaide Street, Raymond Terrace.
- Cheque or Money orders posted to PO Box 42 Raymond Terrace 2324.

## TYPES OF WORKS (tick all that apply)

- ☐ Road Works (s138)
- ☐ Construction Zone
- ☐ Drainage Works (s68)
- ☐ Footpath Occupation/Crane/Skip Bin
- ☐ Other:

Brief description of works:

## DETAILS OF LAND

### House

Number:	<input type="text"/>
Street name:	<input type="text"/>
Suburb:	<input type="text"/>
Lot:	<input type="text"/>
Section:	<input type="text"/>
DP:	<input type="text"/>

## DESCRIPTION OF WORKS

DA requirement? ☐ Yes ☐ No

DA number:

Determination date:

Estimated Cost of Works:

### Length of Road

Extension  
(Urban, Commercial, Industrial):  metres

Length of Rural Road or ½ Road:  metres

Footpath Occupation/Hoarding  
(Number of weeks/months required):

Swing/Hoist/Crane/Skip Bin (quantity):

Length of Drainage  
(Not part of road construction):  metres

Water Quality Structures: (quantity):

## ALL APPLICATIONS TO COMPLETE

### Applicant Details (all correspondence directed to this person)

Name:	<input type="text"/>
Postal Address:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

I hereby make application to Council for permission to undertake the works as per this application and the plans submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I agree to undertake the works in conformity with such approval and Acts and Codes, INDEMNIFY the Council of Port Stephens against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out work within the road reservation at the aforementioned address.

Applicant's signature:	<input type="text"/>
Date:	<input type="text"/>

## OWNER DETAILS

Name/s:	<input type="text"/>
Postal Address:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

I/We the owner/s of the property hereby give consent to lodgement of this application. I/We also give consent for authorised Council Officers to enter the land to carry out inspections, if required aspart of this application.

Owners signature:	<input type="text"/>
Date:	<input type="text"/>
Owner/s signature:	<input type="text"/>
Date:	<input type="text"/>

## PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Council collects the information to ensure owner's consent is given and that the proposed works are appropriate and fit for purpose.

**Intended recipients:** Council assessing Officers and its approved contractors will use the provided information to assess the proposed works.

**Supply:** This is legally required information for this application.

**Consequence of Non Provision:** The Application may not be assessed.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on 02 4988 0255 to enquire how you can access information.

<b>What is required with my Application? (Note: Any information not supplied at the time of your application will delay the assessment and approval process)</b>	<b>All Applications</b>	<b>Drainage Works Application</b>	<b>Footpath Occupation and Swinging Hoist/Crane Application</b>
Construction/Site Plans. (in line with Council's Standards, Specifications, Policies) Plans must show existing and proposed buildings, driveways and other features.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Certificate of Currency Public Liability Insurance to the Value of \$20Million with Port Stephens Council noted on the Policy as an interested party.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site-specific Traffic Control Plan(s) in accordance with the RMS 'Traffic Control at Worksites' Manual and AS1742 'Manual of Uniform Traffic Control Devices'.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Erosion & Sediment Control Plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposed method of Notification of Works to Adjoining Property Owners.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A pedestrian access corridor of 1.8m width must be provided (which may be reduced to 0.9m if minor obstructions are present) Details of any temporary pram ramps or other structures required to aid pedestrian movement must also be provided.			<input checked="" type="checkbox"/>
Site Plans which indicate proposed area to be occupied and proposed fencing/hoarding, as well as posts, street trees, pits etc. which are located within the road reserve.			<input checked="" type="checkbox"/>
Crane/Hoist Only: Over-size, Over-Mass Vehicle Permit (Council Application) and/or Special Purpose Vehicle Permit.			<input checked="" type="checkbox"/>
BASIX Certificate.		<input checked="" type="checkbox"/>	
Site Plan must include hardstand and other drainage features as appropriate.		<input checked="" type="checkbox"/>	
Location of Legal Point of Discharge to Council's Drainage System.		<input checked="" type="checkbox"/>	

All proposed/existing site stormwater drainage infrastructure including detention/retention facilities where appropriate.		<input checked="" type="checkbox"/>	
Position of any stormwater easements on the site or adjoining properties.		<input checked="" type="checkbox"/>	
Details of integration works into existing site/allotment drainage.		<input checked="" type="checkbox"/>	
All required subsoil drainage including location, layout, point of discharge and proximity to adjoining structures/properties.		<input checked="" type="checkbox"/>	
Water quality treatment devices.		<input checked="" type="checkbox"/>	
Detailed design of any works to Council's trunk stormwater drainage infrastructure prepared by a qualified practicing Civil Engineer.		<input checked="" type="checkbox"/>	
Certification by a qualified practicing Civil Engineer/Licenced Plumber as appropriate.		<input checked="" type="checkbox"/>	