

APPLICATION - ACCESS VIA PUBLIC LAND UNDER COUNCILS MANAGEMENT AND CONTROL

Under the *Government Information (Public Access) Act 2009* we may be required to publicly release any correspondence or information we have on this matter, which means your personal information, may not be confidential and may appear on Council's website.

Applications are to be submitted 21 working days prior to the requested access date.

Fees and Charges

Fees are applied as per Shellharbour City Councils Fees and Charges prevailing at the time. A copy of the fees and charges is available on Council's webpage www.shellharbour.nsw.gov.au

- Application Fee

Prior to submitting this form it is recommended to contact Council's Finance Department to discuss the proposed use.

Please note: Any payment made via credit card will incur a 0.53% surcharge.

- Security Damage Deposit Bond – A bond is required to be paid. Council may require a higher bond where it is considered that Council's property may be subjected to potential damage. The bond is to ensure that the Council area is left clean and undamaged during the time access has been approved. Providing the area has been left clean and undamaged, arrangements will be made for reimbursement of the bond.
- Key Deposit Bond if access required through Council gate (refundable if key is returned)

Required Documentation

- Photos of the proposed area, indicating any trees, etc
- Site plan
- Traffic Control Plan
- Sediment and Erosion Control Plan (where applicable)
- WHS Compliance – pursuant to WHS Act 2011 – including controls such as identification of hazards, Safe Work Method Statement. Please note the safety documentation and insurance details must be attached with this application. Once the application form is received, it will be checked, and providing access is approved, a permit and letter will be issued to you confirming that approval has been granted.
- Public Liability Insurance Cover – copy of Certificate of Currency (\$20 Million cover to indemnify Council). If access is proposed over Crown Land the Minister for the Department of Crown Lands will also have to be indemnified

SECTION 1 Details of the Applicant (All correspondence will be forwarded to this name and address only)

Mr Ms Mrs Other

Given name (or A.C.N) Family name (or Company Name)

Unit/Street No. Street Name Suburb Postcode

Daytime Telephone Mobile Email

Contact Person Development Application No.(if applicable) Date

SECTION 2 Owner Details

Mr Ms Mrs Other

Given name (or A.C.N) Family name (or Company Name)

Unit/Street No. Street Name Suburb Postcode

Daytime Telephone Mobile Email

SECTION 3 Property Details

Property Address

SECTION 4 Council Land Reserve Details

Reserve / Park Name			
Street & Suburb			
Lot		Deposited Plan	
Is the access to be via the rear or side of your property?	Rear <input type="checkbox"/>	Side <input type="checkbox"/>	

SECTION 5

Proposed Use

- Fencing
- House Construction
- Spa Construction
- Landscaping
- Renovations
- Pool Construction
- Other

Have you already evaluated access via the property driveway from your street?

- Yes
- No

Explain why you are not accessing your property via the driveway/street access?

Dates you require access (Council acknowledges these dates will be approximate and dependant on weather conditions)

From		To	
------	--	----	--

Will multiple contractors be using the access?

- Yes
- No
- If Yes, how many?

Street/ Road to be used to access the reserve	
---	--

Does the reserve have its access blocked by: Gates Bollards Fencing

Is there any trees and vegetation in the way or close to the requested access path of travel?

Yes (An Arborist report by a suitably qualified person may be required)

No

Does the access require crossing over any of the following?

Kerbing

Footpath

Cyclepath

Fire Trail

Stormwater Pit

Open stormwater drains

other (explain)

Detailed Proposed Route and Site Plan (attach plan if insufficient space provided).

Please list every vehicle/machinery item/building object requiring access (You will need to consult with all contractors prior to answering this question).

Vehicle Type / Building object	Gross Vehicle Mass (GVM) of Vehicle	No. of return trips
<i>e.g Contractor Ute</i>	<i>e.g 2 Tonne</i>	<i>e.g 8</i>

SECTION 6 Breaches

- No work on or access through Council owned or managed land can be undertaken without Council approval.
- Access to Council or Crown Land is not permitted during or after extended wet weather in line with Council's advice.
- Upon completion of the work and advice to Council's Property & Recreation Department, a final inspection will confirm the release of the damage deposit/key bond (with any deductions for damage). If any damage costs exceed the bond an account may be sent to recover the remainder. Failure to pay may result in referral of the matter to a debt recovery agent.

SECTION 7 Applicant Declaration

I declare that the information provided on this form is accurate, complete and correct. I declare that I have attached all documentation indicated above. I understand that this application and approval is not guaranteed. I also understand that if incomplete, the application will not be accepted and the conditions of the access permit must be observed and payment of any damages associated with the work is agreed.

Applicant Signature

Date

SECTION 8 Your Privacy

Shellharbour City Council respects your privacy at all times. When processing your application, we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our Privacy Management Plan contact our Privacy Officer on 02 4221 6111 or visit our website www.shellharbour.nsw.gov.au.