

Minor Encroachment/Constructions Within Road Reserve 23/24



(Includes Minor Construction not undertaken as part of a Development Application, excludes Driveways)

| If you need help lodging your form, contact us | | |
|--|---|---|
| Email | council@northernbeaches.nsw.gov.au | |
| Phone | 1300 434 434 | |
| Customer Service Centres | Manly Town Hall, 1 Belgrave Street Manly NSW 2095 | Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099 |
| | Mona Vale 1 Park Street Mona Vale NSW 2103 | Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107 |

| Office use only | |
|-----------------|------------------------------------|
| Form ID | 4033 |
| TRIM Ref. | C000473 |
| Last updated | June 2023 |
| Business unit | Transport and Civil Infrastructure |
| Application no. | |

| Privacy Protection Notice | |
|---------------------------|---|
| Purpose of collection | For Council to provide services to the community |
| Intended recipients | Northern Beaches Council staff |
| Supply | If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek |
| Access/Correction | Please contact Customer Service on 1300 434 434 to access or correct your personal information |

What classifies as an encroachment?

Examples of minor encroachments on Council's public road reserve include on ground concrete pathways and stairs to provide pedestrian access to private property, small garden beds and landscaped areas, low retaining walls (<600mm high) and letter boxes. This form should NOT be used for works associated with private drainage works, driveway construction, permanent structures or works associated with Development Consent (e.g. work zones, storage of materials, hoardings on road reserve, skip bins or stand plant, etc).

About this application form:

- Once this application form is submitted, it will be assessed by Council. Approval of this application by the Road Authority (Council) must be obtained before the work can proceed. The submission of this application does NOT constitute an approval to commence or proceed with any work.
- The applicant must provide a plan showing the distance of the encroachment to the kerb/road and the property boundary and the area of Council's road reserve they wish to carry out works on. The survey plan should be drawn at an appropriate scale and clearly distinguish the encroachment or lease area. Suitable drawings and specifications are required to allow consideration of the application. Appropriate Engineering certification and appropriate approvals (such as Development Application) are to be included.
- It is important that we are able to contact you if we need more information. Please give us as much information as possible.
- If the application is made on the owner's behalf, a written authority from the owner is required.
- Other relevant information in support of the application should be provided on the reverse side of this form, or attached.
- Work may only commence following receipt of the written consent from Council. The consent must be kept on site at all times during the works.

Part 1: Applicant Details

| | | | | |
|---|--------------------------|---------------------------|--------------------------|--------|
| Title | Mr <input type="radio"/> | Mrs <input type="radio"/> | Ms <input type="radio"/> | Other: |
| First Name | | | | |
| Last Name | | | | |
| Company Name <i>(attached business card if relevant)</i> | | | | |
| Address | | | Postcode | |
| | | | Mobile | |
| Phone | | | | |
| Email | | | | |

Part 2: Fees

| | |
|-----------------|-------|
| Application Fee | \$242 |
|-----------------|-------|

Part 3: Address of the Property

| | | | |
|--|--|--------------|--|
| Unit | | House Number | |
| Street | | | |
| Suburb | | Postcode | |
| DA Number (where applicable) | | | |
| Legal Property Description (This Information Must Be Supplied) | | | |
| Lot Number | | Section | |
| DA or Construction Certificate Number | | DP/SP Number | |

Part 4: Application Details

| |
|--------------------------------------|
| Description of proposed encroachment |
| |
| Purpose of proposed encroachment |
| |

| | | | |
|----------------|--|------|--|
| Applicant Name | | | |
| Signature | | Date | |

| | | | |
|----------------------|--|------|--|
| Owner's Consent Name | | | |
| Signature | | Date | |

Part 5: Comments in Support of this Application

| | |
|---|-------------|
| | |
| Plans Attached? | Yes No |
| A survey identifying property boundaries, improvements and area of Road Reserve required is to be submitted with this application, as stated at beginning of this application form. | |

Part 6: Sketch

| | |
|--|--------|
| | ^ N |
|--|--------|

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ACCORDING TO PROCEDURES**

| | | |
|---------------------|----------------------------------|---|
| Credit Card Details | | |
| Please charge my | <input type="radio"/> Mastercard | <input type="radio"/> Visa <input type="radio"/> American Express |
| Amount | \$ | |

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|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name as appears on card | | | | | | | | | | | | | | | | |
| Card Number | | | | | | | | | | | | | | | | |
| Expiry Date | | | | | | | | | | | | | | | | |

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|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Signature | | | | | | | | | | | | | | | |
| Daytime Phone Number | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | |

Please note: Payment card surcharge of 0.5% applies

| | | | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Office Use Only | | | | | | | | | | | | | | | |
| Application No. | | | | | | | | | | | | | | | |

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