



## Application for

# Approval to Carry Out an Activity

Under the *Roads Act 1993* and/or Section 68 of the *Local Government Act 1993*

## Further Information

### Upper Hunter Shire Council

SCONE:

135 Liverpool Street  
(02) 6540 1100.

MERRIWA:

34-40 Vennacher Street  
(02) 6521 7000.

MURRURUNDI:

47 Mayne Street  
(02) 6540 1350.

POSTAL ADDRESS:

PO Box 208  
Scone 2337

WEBSITE:

[www.upperhunter.nsw.gov.au](http://www.upperhunter.nsw.gov.au)

EMAIL:

[council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)

- 1 This form is to apply for approval to carry out an activity under the *Roads Act 1993* and the *Local Government Act 1993*.
- 2 Tick the boxes and fill out the white sections as appropriate. Failure to do so may result in delays in your application.
- 3 Review and submit all plans and documentation to support the application.
- 4 Fees must be paid at time of lodgement. Quotes may be obtained by phone or at Council offices.
- 5 Applications can be lodged either:
  - In person at one of Council's Offices (Details to the left of this form) during business hours, Monday to Friday.
  - By mail – Postal address "Environmental Services, Upper Hunter Shire Council, PO Box 208, Scone 2337".

For further information please contact Environmental Services Department on (02) 6540 1136 during business hours, Monday to Friday.

### Privacy Notice

The personal information contained within the application is required to enable Council as the consent authority to process the application and will be used in accordance with the Privacy and Personal Information Act 1998 (PIPA Act). The intended recipients of the personal information are Council Staff and any other government agencies that may be required to assess the proposal.

The supply of the information is voluntary. If you cannot or do not wish to provide the information sought, your application may not be accepted, nor processed or rejected for lack of information.

The Upper Hunter Shire Council will store details of the application and any subsequent decision in a register that can be viewed by the public.

For further information please contact Environmental Services Department.

### Office use only

Application number

Date received

Activity Approval-Issue3\_Feb15

If you have obtained a fees quote from Council please reference quote number below;

All correspondence and communication will be directed to the applicant.

## 1. Applicant Details

Name/Company Name

Trading As

Postal Address

Town/Village/Locality

Postcode

Business Address

Town/Village/Locality

Postcode

ABN

Contact Name (if different to above)

Telephone

Email address

Mobile

*I declare to the best of my knowledge and belief that all the particulars herein are correct in every detail and all the information required has been supplied. I also certify that all information provided electronically and in paper form are identical.*

Signature

Date

## 2. Location of Proposed Activity or Work

Lot N<sup>o/s</sup>.

Section N<sup>o</sup>.

DP/SP N<sup>o</sup>.

Address

Town/Village/Locality

Postcode

Adjoining Address (if within road reserve)

## 3. Description of Proposed Activity

Details

  

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## Approvals under the Roads Act 1993

Does this application seek approval to one or more of the matters listed in the table below?

**No**      **Yes** (you must tick the relevant activity)

<b>Works and Structures</b>	<ul style="list-style-type: none"> <li>Erect a structure or carry out a work in, on or over a public road (e.g. driveway cross-over)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Dig up or disturb the surface of a public road</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Remove or interfere with a structure, work or tree on a public road</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Pump water into a public road from any land adjoining the road</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Connect a road (whether public or private) to a classified road</li> </ul>	<input type="checkbox"/>
<b>Other Activities</b>	<ul style="list-style-type: none"> <li>A-frame sign</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Display of goods</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Footpath dining</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Temporary stall</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Other</li> </ul>	<input type="checkbox"/>

## Important Information

<b>Information to be attached For applications under Roads Act 1993</b>	<ul style="list-style-type: none"> <li>Copy of Public Liability Insurance Certificate of Currency</li> </ul> <p><i>The certificate must note Council as an interested party and list the terms of insurance including minimum twenty million dollars cover (\$20million)</i></p>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Location plan drawn to scale (showing location of items/activity/work, etc.)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Traffic Control Plan (for works and structures)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Specifications of proposed works (for works and structures)</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Application fee</li> </ul>	<input type="checkbox"/>
<b>Please note</b>	<ul style="list-style-type: none"> <li>Please refer to Council's Footpath Trading policy for further information and guidance.</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Annual footpath trading licence fee: \$42 per article, chair, table, a-frame, etc. (2014/15). An invoice for the current financial year will be forwarded once approval is given.</li> </ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>If your premises are adjacent to a classified road, approval from Roads and Maritime Services will also need to be granted. Council will apply for this approval on your behalf.</li> </ul>	<input type="checkbox"/>

## Approvals under Section 68 of the Local Government Act 1993

Does this application seek approval to one or more of the matters listed in the table below?

**No**      **Yes** (you must tick the relevant activity)

<b>A</b>	<b>Structures or Places of Public Entertainment</b>	<ul style="list-style-type: none"> <li>Installing a manufactured home, movable dwelling or associated structure on the land</li> </ul>	
<b>B</b>	<b>Water Supply, Sewage and Stormwater Drainage Work</b>	<ul style="list-style-type: none"> <li>Carry out water supply work</li> </ul>	
		<ul style="list-style-type: none"> <li>Drawing water from Council water supply or a standpipe or selling water so drawn</li> </ul>	
		<ul style="list-style-type: none"> <li>Install, alter, disconnect or remove a meter connected to a service pipe</li> </ul>	
		<ul style="list-style-type: none"> <li>Carry out sewage work</li> </ul>	
		<ul style="list-style-type: none"> <li>Carry out stormwater drainage work</li> </ul>	
<b>C</b>	<b>Management of Waste</b>	<ul style="list-style-type: none"> <li>For fee or reward, transport waste over or under a public place</li> </ul>	
		<ul style="list-style-type: none"> <li>Place waste in a public place</li> </ul>	
		<ul style="list-style-type: none"> <li>Place a waste storage container in a public place</li> </ul>	
		<ul style="list-style-type: none"> <li>Dispose of waste into a sewer of the Council</li> </ul>	
		<ul style="list-style-type: none"> <li>Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility</li> </ul>	
<b>D</b>	<b>Community Land</b>	<ul style="list-style-type: none"> <li>Engage in a trade or</li> </ul>	
		<ul style="list-style-type: none"> <li>Direct or procure a theatrical, musical or other entertainment for the public</li> </ul>	
		<ul style="list-style-type: none"> <li>Construct a temporary enclosure for the purpose of entertainment</li> </ul>	
		<ul style="list-style-type: none"> <li>For fee or reward, play a musical instrument or sing</li> </ul>	
		<ul style="list-style-type: none"> <li>Setup, operate or use loudspeaker or sound amplifying device</li> </ul>	
<b>E</b>	<b>Public Roads</b>	<ul style="list-style-type: none"> <li>Deliver a public address or hold a religious service or public meeting</li> </ul>	
		<ul style="list-style-type: none"> <li>Swing or hoist goods across or over anypart of a public road by means of a lift, hoist or tackle projecting over the footway</li> </ul>	
<b>F</b>	<b>Other Activities</b>	<ul style="list-style-type: none"> <li>Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road</li> </ul>	
		<ul style="list-style-type: none"> <li>Operate a public car park</li> </ul>	
		<ul style="list-style-type: none"> <li>Operate a caravan park or camping ground</li> </ul>	
		<ul style="list-style-type: none"> <li>Operate a manufactured home estate</li> </ul>	
		<ul style="list-style-type: none"> <li>Install a domestic oil or solid fuel heating appliance, other than a portable appliance</li> </ul>	
<b>Information to be attached For applications under Section 68 of Local Government Act 1993.</b>		<ul style="list-style-type: none"> <li>Install or operate amusement devices</li> </ul>	
		<ul style="list-style-type: none"> <li>Site plan drawn to scale (showing location of activity/works, etc.)</li> </ul>	
		<ul style="list-style-type: none"> <li>Specification of proposed works compliant with relevant Australian Standard and/or Building Code (where applicable)</li> </ul>	
		<ul style="list-style-type: none"> <li>Application fee</li> </ul>	
		<ul style="list-style-type: none"> <li>Plans of proposed water supply, sewage and stormwater drainage work showing drainage lines or pipe work, points of connection, levels and details of materials to be used (where applicable)</li> </ul>	
		<ul style="list-style-type: none"> <li>Copy of Public Liability Insurance Certificate of Currency minimum of \$20 million (applicable to works on Council land)</li> </ul>	

**Office Use Only**

Application N<sup>o</sup>

Certificate N<sup>o</sup>

Assessment N<sup>o</sup>

Property

Proposal

**Fees**

Fee	Amount	Receipt N <sup>o</sup>	Date
Section 68 ( <i>Local Gov. Act</i> )			
Section 138 ( <i>Roads Act</i> )			
Inspections			
Other			
<b>Total</b>			

1. The following information remains outstanding for this application;

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2. The applicant will be further advised if there is any additional information required prior to the application being assessed.

Applicant Signature

Council Officer Signature

Date