

## Road Opening Permit Application

*Office Use Only*

CDC Number *If Required* \_\_\_\_\_ DA Number *If Required* \_\_\_\_\_

Assessment Number \_\_\_\_\_

Date Received \_\_\_\_\_ Amount paid \_\_\_\_\_ *Receipt to Code 224 (GL 3200.110.86)*

Receipt Number \_\_\_\_\_ Staff Member \_\_\_\_\_ Office \_\_\_\_\_

Uploaded into InfoXpert *Document ID* \_\_\_\_\_ Certificate of Currency Associated With/Provided Yes No

## Applicant Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

## Site Details

Street Address \_\_\_\_\_

Town/Locality \_\_\_\_\_

Lot/s \_\_\_\_\_ Section \_\_\_\_\_ DP/SP \_\_\_\_\_

Assessment Number \_\_\_\_\_

*This information is available from your rate notice, property deeds or from Council's property maps.*

Locality Plan Attached Yes No

## Description of Planned Works

Road Excavation

Road Under Bore

Vehicle Crossing

Culvert Crossing

Tree Planting \_\_\_\_\_

## Contractor Details

Contractor/Plumber Name \_\_\_\_\_

Licence Number \_\_\_\_\_ Phone Number \_\_\_\_\_

**Not Applicable – Tree Planting**

Document Name	Version Number	Date of Issue	Review Date
ENG – Road Opening Permit Application	1.0.5	14 March 2016	As Required

## Public Liability Insurance

A current public liability insurance policy for a minimum amount of twenty million dollars (\$20,000,000) is required. Please attach a copy of the current insurance Certificate of Currency.

**Company Name** \_\_\_\_\_

**Policy Number** \_\_\_\_\_ **Amount Insured** \_\_\_\_\_

**Expiry Date** \_\_\_\_\_

**Not Applicable – Tree Planting**

## Schedule of Fees and Charges *Fees and Charges are subject to change from 1 July. All fees are inclusive of GST.*

*Select Relevant Application*

Tree Planting Permit Application Fee and Site Inspection	\$99.00
Single Lot Driveway Cross-Over Permit Application Fee and Site Inspection	\$99.00
2-5 Lot Subdivision Permit Application Fee and Site Inspection	\$250.00
6-10 Lot Subdivision Permit Application Fee and Site Inspection	\$500.00
Over 10 Lot Subdivision Permit Application Fee and Site Inspection	\$750.00

## Applicant Declaration and Acknowledgement

I apply for consent to carry out the works described in this application. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed, rejected or more information may be requested.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Privacy Policy

The information collected by Greater Hume Shire Council will be used for the purpose of processing this application under the *Roads Act 1993*. Personal information collected by the Council will be treated as per the *Privacy and Public Information Protection Act 1998*. This application lodged by you or information contained therein may be provided to members of the public in accordance with the provisions of the *Government Information (Public Access) Act 2009*. Supply of personal information is legally required and failure to supply could cause delay in your application.

## Payment

<b>Cash</b>	<b>Cheque Enclosed</b>	
<b>Credit Card</b>	<b>Visa</b>	<b>Mastercard</b>
<b>Card Number</b> _____	<b>Card Expiry Date</b> _____	
<b>Total</b> <b>\$</b> _____	<b>Name on Card</b> _____	
<b>Signature</b> _____	<b>Date</b> _____	

## How to Lodge an Application

*If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment. We recommend that you consult with a Council officer before submitting this application.*

Applications should be addressed to: The General Manager, Greater Hume Shire Council

- Mail:  
PO Box 99, HOLBROOK NSW 2644
- Email:  
[mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au)
- Delivery:  
36 Young Street, HOLBROOK NSW 2644  
40 Balfour Street, CULCAIRN NSW 2660  
Shop 8-9, Jindera Plaza, JINDERA NSW 2642  
32 Sladen Street, HENTY NSW 2659
- Contact:  
P.02 6036 0100 F. 02 6036 2683

## Correspondence

I/We wish to receive all correspondence by:

**Email**

**Mail**

**Collect**

## Checklist

- Have all the areas on the form been completed?
- Has the owner signed and endorsed the application form?
- Have the payment details been completed and/or payment attached?

**Required Documentation** – Have these been attached?

- 2 copies of plans or drawings describing the proposed works.
- 2 copies of the location plan of the land.
- A certificate of currency for public liability
- Payment of fees and receipt.