

Use this form to apply for permission to close off a portion of a public footway e.g. Construct a hoarding or extend the timeframe of an existing hoarding permit.

Please allow a minimum of six weeks lead in time from lodgement date to proposed commencement / installation dates to accommodate various internal and external referrals that may be required as part of the application process.

### Part 1: Applicant and Site Details

#### 1. Applicant Details

Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	
Will your correspondence be 'care of' another company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person	

2. Location and title description of the property

Unit No		House No		Street Name	
Suburb				Post Code	
Lot(s)			Section		
Deposited Plan				Strata Plan	

**Part 2: Application details**

3. Details of the proposal

a) Proposed closure ..... metres long by ..... metres wide as detailed in the attached sketch.

b) The proposed closure is required from	Start date	
	End date	

c) The purpose for the closure is (please tick appropriate box)

- Storage of building materials
- Protection of public from building or demolition operations
- Enclosure of maintenance scaffolding (Mobile)
- Enclosure of scaffolding
- Placement of building waste container
- Other (Please specify) .....

d) It is proposed to erect (please tick appropriate box)

- Overhead protective structure
- Protective fence

4. Details of extension – Complete this section if you are requesting an extension of time for current permit

Please note: Standard hoarding fees are required to be paid, see the 'Fees' section at the bottom of this form for details on payment methods.

a) Current permit reference number		
b) The proposed closure is required from	Start date	
	End date	

### Part 3: Supporting documentation

#### 5. Attachments to be included when submitting application

Detailed Plans and Elevations

The plans are to be drawn to scale and including the following:

- The proposed hoarding structure, it's relationship to property boundaries and the public footway affected by the proposal.
- Locations and clearances to all infrastructure within the road reserve area including fire, water and electrical services, street furniture (waste bins, seating etc), signage, parking meters, street trees, traffic lights, bus stops and the like.
- Ensuring pedestrian clearances are a minimum of 1.5m wide by 2.1m high.

### Part 4: Applicant's declaration

#### 6. Probity

Are parties with pecuniary or non-pecuniary interest:

- a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,
- b) A State or Federal Member of Parliament?

Yes, state the relationship

No

#### 7. Applicant's declaration

I apply for the temporary closure of a public footway and understand that any protective fence or overhead protective structure is to be constructed in accordance with the requirements of SafeWork and that notice of Intention of Commencement is to be provided to SafeWork and to all public utility authorities.

Applicant Name

Applicant Signature

Date

## How to lodge this application

### Lodgement Methods

#### Email

- Enter the address of the property and the type of application (i.e. Hoarding Permit) in the subject line of the email.
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

#### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

### Fees

Fees are charged as per CN's [Fees and Charges](#) document. Your application is not considered lodged until the required fees have been paid. You will be contacted for payment of the applicable fee. Failure to arrange payment will result in your application being returned.

Payments can be made via one of the following methods:

- Cash
- EFTPOS
- Cheque\*
- Credit Card\*

\*Please note a merchant fee is payable on all credit card transactions.

\*Cheques are to be made payable to City of Newcastle.

[City of Newcastle](#)

Phone: 02 4974 2000

In Person: 12 Stewart Avenue Newcastle West NSW 2302

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02) 4974 2000.