





Access Through or Occupy Public Space Application

LODGEMENT OF APPLICATION: You can lodge for your application via:

customerservice@huntershill.nsw.gov.au

 **Email:** A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined on tax invoice.

 **Council:** Hunters Hill Council, 22 Alexandra Street, Hunters Hill.

8.30am - 4.30pm, Monday – Friday.

Payment by CASH, CHEQUE OR CARD

 **Mail:** Hunters Hill Council, PO Box 21 Hunters Hill NSW 2110.

Payment by CHEQUE ONLY

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply

Fees and Charges – Please retain your receipt as proof of lodgment of the application

See Council's [Fees & Charges](#)

NOTE: Submission and/or payment of this application does not guarantee approval. An approved permit must be obtained prior to any pruning/removal of trees and vegetation.

OFFICE USE ONLY: Customer Service Officer

CSO Name:

CSO Signature:

Date:

Fee Paid:

Receipt No:

Event No:

About this Application

- This application is to seek permission to access or occupy public space which includes road reserve, footpath, nature strip, park reserves, public open space and other Council owned land.
- This application may take up to fifteen (15) days, expectation approximately five (5) days except in difficult matters for assessment and processing. The applicant must allow for planning in any works.
- This application is **not** an automatic approval. Your application will be assessed to determine whether conditional approval may be granted. Written advice will be forwarded to the Applicant upon successful application. If an application is refused, the applicant will be notified in writing.
- For access through park reserves public space or other Council owned or managed land; approval will only be given in writing. No access shall be permitted until formal notification is received by the applicant.

Applicant details					
Title:		Surname:		First Name:	
Company Name:					
Street Address:					
	Suburb:		Postcode:		
Postal Address:					
	Suburb:		Postcode:		
Contact Number:					
Email Address:					

Extension of Application (Please Tick if Applicable)		
Extension of Previously Approved Application	<input type="checkbox"/>	Application/Reference No. <input type="text"/>
Please Note: For an extension of this application you will be required to pay an application and occupation fee.		

Location: Where is the public space that is to be accessed/occupied?		
Address:		
Suburb:		Postcode: <input type="text"/>
<input type="checkbox"/>	A detailed diagram, clearly showing the location of the public space that is to be accessed/occupied is attached, showing details of properties, boundaries, utility services and kerb and gutter or other features.	

Period of Occupation or Access			
Date(s)	From:	<input type="text"/>	To: <input type="text"/>
Time(s)	From:	<input type="text"/>	To: <input type="text"/>
Important Note: Permitted hours of activity are between 7am to 5pm, Monday to Friday No work on Public Holidays LOW NOISE ACTIVITIES ONLY on Weekends			

Purpose of Occupation

Briefly describe the main reason for access through or occupation of public space:

Development Details

Is there a current Development Application (DA) or Complying Development Certificate (CDC) associated with the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
DA/CDC Number:		Date DA/CDC Lodged:		

Equipment/Machinery

Provide a description of all the equipment, machinery and materials that are to be utilised for access, work or to be stored as part of this application.

Declaration

I declare that the above information is true and correct in every detail. I have read and understood the conditions listed on this form. I understand that any permits may be revoked if any of the information declared on this form is incorrect or any Conditions of Issue or Use are breached

Applicants Signature:		Date:	
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Terms and Conditions and Document Check List

The following documentation **must** be submitted when lodging this application:

<input type="checkbox"/>	Payment of Fees and Charges
<input type="checkbox"/>	A Dilapidation Report. This is to record the condition of the existing area to be occupied and to be used as a record to check if damage to the area has occurred following occupation or access. For occupation of roads and footpaths only, a standard Driveway and Footpath Pre-Commencement Damage Report application form can be used for this purpose. The Pre-Commencement Damage Report Application Form can be obtained from Customer Service or downloaded from Council's website. No charge for the Pre-Commencement Damage Report application form will be applied if used in conjunction with this application.
<input type="checkbox"/>	Pedestrian Management Plan (PMP), showing installation of the temporary signage, barricades & fencing.
<input type="checkbox"/>	Traffic Management Plan (TMP), where occupation is placed on a roadway, designed and certified by an RMS accredited person. NB: Applications for the occupation of State Roads (Victoria Road and Burns Bay Road) must go to the RMS.
<input type="checkbox"/>	A copy of the applicant's Public Liability Insurance (\$20 Million, indemnifying HHC)
<input type="checkbox"/>	A detailed diagram clearly showing the location of the public space to access/occupy.
<input type="checkbox"/>	Letter of Approval from RMS (where applicable) – State Roads Only.

I declare that I have supplied all documentation required as per the Council Terms and Conditions, in order to prevent delays in the processing of this application.

Applicant Signature:		Date:	
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OFFICE USE ONLY

Cross Reference/Variation Checklist:

<input type="checkbox"/>	Traffic Management/Pedestrian Management Plan Adequate			
<input type="checkbox"/>	Area Occupied Acceptable			
<input type="checkbox"/>	Period and Time of Occupation Approved			
<input type="checkbox"/>	No Impact on any items of Heritage significance			
Recommended for Approval?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>