

Application – Access via Public Land under Council's Management and Control

The completed application form and all required attachments must be lodged with Council at least 21 working days prior to the activity. Council reserves the right to refuse an application that is lodged without sufficient notice. Other approvals maybe required.

Prior to submitting this form, it is recommended to contact Council's Property Services Team to discuss the application

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your application. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

Under the Government Information (Public Access) Act 2009 and Environmental Planning and Assessment Act 1979 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

Section 1: APPLICANT DETAILS

Title:	Given Name:	Family Name:
Company:	ABN:	
Street Address:		
Suburb:		Post Code:
Email Address:		
Phone Number:		

Section 2: DATES AND TIMES

Start Date:	End Date:
Start Time:	End Time:

Section 3: ADDRESS – Address of the property

Address:

Section 4: ADDRESS – Address of the Council Land/Reserve

Reserve/Park Name:	
Street:	Suburb:
Lot & DP:	Rear or side access:

Section 5: EXPLANATION: Why you cannot access your property via driveway/street access

Section 6: PROPOSED USE:

Fencing: <input type="checkbox"/>	Landscaping <input type="checkbox"/>	Renovations <input type="checkbox"/>	Spa/Pool Construction <input type="checkbox"/>
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Other:

Section 7: ACCESS DETAILS:

Will Multiple Contractors be using the access No: <input type="checkbox"/>	Yes (provide numbers) <input type="checkbox"/>
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Does the reserve have its access blocked by	Gates <input type="checkbox"/>	Bollards <input type="checkbox"/>	Fencing <input type="checkbox"/>
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Are there any trees or vegetation obstructing or near the requested travel path	No <input type="checkbox"/>
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Yes ☐ An arborist report by a suitably qualified person may be required

Does the access require crossing over any of the following:

Kerbing <input type="checkbox"/>	Footpath <input type="checkbox"/>	Cyclepath <input type="checkbox"/>	Fire Trail <input type="checkbox"/>	Stormwater Pit <input type="checkbox"/>	Open Stormwater Drain <input type="checkbox"/>
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Other:

Section 8: MACHINERY – Please list all objects requiring access

Vehicle Type/Building Object	Gross Vehicle Mass (GVM)	Number of return trips
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<i>e.g Contractor Ute</i>	<i>e.g 2 Tonne</i>	<i>e.g 8</i>
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Section 9: APPROVALS – Is this access in relation to an approved Development Application

Yes: <input type="checkbox"/> Provide the DA Number	No: <input type="checkbox"/>
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Section 9: Disclaimers

- No work on or access through Council owned or managed land can be undertaken without Council approval.
- Access to Council or Crown Land is not permitted during or after extended wet weather in line with Council's advice.
- Upon completion of the work and advice to Council's Property Services Team, a final inspection will confirm the release of the damage deposit/key bond (with any deductions for damage). If any damage costs exceed the bond an account may be sent to recover the remainder.
- Failure to pay may result in referral of the matter to a debt recovery agent.
- The access key must be returned within 7 days

Section 10: Fees and Charges

- Application Fee
- Security Damage Deposit Bond – A bond is required to be paid. Council may require a higher bond where it is considered that Council's property may be subjected to potential damage.
- Key Deposit Bond if access required through a Council gate (refundable if key is returned)
- Other fees in line with the application may apply such as occupation of footpaths, workzone on streets. These fees will be determined upon application and advised to the applicant.

Section 11: Documentation Required

- ☐ Photos of the proposed area, indicating any trees, etc
- ☐ Site plan
- ☐ Traffic Control Plan
- ☐ Sediment and Erosion Control Plan (where applicable)
- ☐ WHS Compliance pursuant to WHS Act 2011 including controls such as identification of Hazards and a Safe Work Method Statement.
- ☐ Public Liability Insurance Cover – copy of Certificate of Currency (\$20 Million cover to indemnify Council). If access is proposed over Crown Land the Minister for the Department of Crown Lands will also have to be indemnified

Section 12: APPLICANTS DECLARATION

Applicant Name:

Signature:

Date:

I declare that the information provided on this form is accurate, complete and correct. I declare that I have attached all documentation indicated above. I understand that this application and approval is not guaranteed. I also understand that if incomplete, the application will not be accepted and the conditions of the access permit must be observed and payment of any damages associated with the work is agreed.

Related links

[Fees & Charges](#)

[Public Mapping](#)

Application lodgement

You can lodge your completed application, and attachments, in person at Council's Administration Building, Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre or alternatively:

Email: council@shellharbour.nsw.gov.au

Section 13: OFFICE USE ONLY

Application Number:

Fee:

Paid by: ☐ EFT ☐ Cash ☐ Cheque

Date Paid:

Receipt No:

Initials: