

Office Use Only	
Fee Paid	\$
Date Paid	
Receipt No.	
Officer	

Application for Activity Approval

Activities on or over Public Roads

Section 68 of the Local Government Act 1993

1. Applicant's Details

Applicant Name(s):
(Full Name of Applicant) *(Full name of Any Additional Applicant)*

Address:
(Street Address)

(Town) *(State)* *(Post Code)*

Telephone:
(Daytime Number) *(Mobile Number)*

3. Location Details

Road Name:
(Name of Road) *(Locality)*

Property/Premises adjacent to:
(Name of Premises/Property activity adjacent to)

4. Approval Details

Please tick the appropriate approvals being requested:

	Swinging or hoisting goods across or over any part of a public road by means of a lift, hoist, or tackle projecting over the footway
	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 hand an article beneath an awning over the road

NOTE: It is important when lodging this application that detailed plans and relevant specifications of the proposed development be submitted to Council so that approvals can be issued promptly.

Applicant's Signature: Date:

REFER TO EXPLANATORY NOTES OVERLEAF

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- Notes**
- 1 *An application for approval may be made by the person seeking to carry out the activity and where the activity relates to land, the applicant must be the owner of the land or any other person, with the consent of the owner of that land.*
 - 2 *An application must be accompanied by the fee payable. The current fee is as per Council's Fees & Charges.*
 - 3 *The Council, on receiving an application must give written acknowledgement to the applicant of its receipt..*
 - 4 *The Council may reject an application within 7 days after its receipt if it is not clear as to the approval sought or if it is not easily legible. An application rejected is taken to have not been made and the application fee is refunded.*
 - 5 *The Council may, before it determines an application request an applicant to provide it with more information that is reasonably necessary to enable the proper assessment of the application. The request must be made within 21 days of receipt of the application. The information must be provided within a reasonable period specified by the Council.*
 - 6 *An applicant, at any time prior to the application is determined, may make a minor amendment to the application and may amend any matter accompanying the application.*
 - 7 *An applicant may withdraw an application at any time prior to its determination by giving the Council notice to that effect signed by the applicant. An application withdrawn is taken to have never been made. Whether the application fee is refunded is at the discretion of Council.*
 - 8 *In determining the application, Council must;*
 1. *ensure compliance with the regulations (see 10-11 below);*
 2. *consider any relevant local policy; and*
 3. *consider the principles of ecological sustainable development.*

Where no regulations apply, and no policies exist Council must consider any matters relevant to the application and seek to give effect to the applicant's objectives to the extent that they are compatible with the public interest.

Matters to consider in relation to the public interest are;

 1. *protect of the environment;*
 2. *protection of public health, safety and convenience; and*
 3. *any items of cultural and heritage significance which might be affected.*
 - 9 *Council may determine the application by;*
 1. *granting approval either unconditionally or subject to conditions; or*
 2. *refusing the application.*
 - 10 *In determining an application for an approval the Council must take into account:*
 - (a) *the provisions of the Roads Act 1993, and*
 - (b) *any relevant standards and policies of public authorities applying to the use of the road.*
 - 11 *It is a condition of an approval that the activity approved, and any building or work associated with or carried out in connection with the activity, complies with any applicable standards established by the Local Government (General) Regulation 2005 or by any regulation in force under the Local Government Act 1993 or the Environmental Planning and Assessment Act 1979.*
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