



Temporary Access over Community Land – Application Form

IMPORTANT INFORMATION

About this form	Use this form to apply for temporary access over community land for the purpose of transporting building materials and/or equipment in relation to building work to be carried out on land adjoining the community land or to remove waste that is consequential from such work.
Documentation	Temporary Access over Community Land Policy. Available on Council's website
Lodgement & Fees	Fees will be calculated following initial assessment of this application. A letter of advice detailing fees associated with this application will be emailed to the applicant. Applicant to pay appropriate fees to Council.

LAND AND TITLE DESCRIPTION OF THE PROPERTY – Provide the Lot and Plan number if known

Unit No.	Street No.	Street	
Suburb		Postcode	Nearest cross street
Lot (s)			Section
This will help us to correctly identify the land. Obtain these details from a rates notice, property deed or our property maps using the online mapping tool on Council's website			

APPLICANT DETAILS - The applicant is the person lodging the form

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Given Name	Family Name
Company Name / Organisation	
Postal Address	
Email address	
Phone (Home/Business)	Mobile

YOUR CONTRACTOR OR CONSULTANT DETAILS – In case we need to discuss a technical issue

Name	
Company Name	
Phone (Home/Business)	Mobile
Email address	

TYPE OF ACTIVITY
<input type="checkbox"/> Swimming pool construction
<input type="checkbox"/> Landscaping
<input type="checkbox"/> Other building works
<input type="checkbox"/> Removal of trees
<input type="checkbox"/> Transporting building materials
<input type="checkbox"/> Other. Please specify
TOTAL COST OF WORK associated with the type of activity
DETAILED DESCRIPTION OF PROPOSED ACCESS ROUTE AND SITE PLAN

PUBLIC LIABILITY

- A Certificate of Currency for your Public Indemnity Insurance Policy or your contractor's Public Indemnity Insurance Policy **MUST be submitted**.
- Council must be indemnified against claims under this policy.
- Minimum cover \$10million for any claim and minimum \$20million where cranes will be used for the works.

DURATION OF ACCESS

Proposed Access Dates From / / to / /

HOURS OF USE

Weekdays From am to pm

Weekends From am to pm

CRANES

Road Closure Required?

Yes

If yes, a separate application **MUST** be made to Council's Traffic Department. An additional fee may be charged – contact Council's Traffic Officer for details.

Notification to the following authorities is mandatory. Tick the boxes verifying each of the authorities have been notified in writing;

- NSW Police Local Area Command
- Roads & Maritime Services (RMS)

No

APPLICANT DECLARATION & SIGNATURE

If the applicant is a company or owner's association, this section must be signed in accordance with S127 of the Corporations Act 2001.

I _____ apply for temporary access over Council's community land.

I declare that all the information supplied is true and correct. I also understand that;

- If incomplete, the application will not be accepted
- I have obtained a copy of Council's policy for obtaining temporary access over community land for works
- More information may be requested to enable the proper consideration of the application

Applicant signature _____

Date _____

PRIVACY POLICY

- Information in this application will enable the application to be assessed by the consent authority and any relevant state agency.
- If adequate information is not provided, the application may not be accepted
- The application will be kept in a register by Council that can be viewed by the public at any time.
- Please contact Council if the information provided in this application changes or is incorrect.

LODGEMENT

Applications can be lodged by returning the completed form:

In Person: Customer Service Centre, 818 Pacific Highway Gordon

Email: krg@krg.nsw.gov.au

Post: Ku-ring-gai Council
Locked Bag 1006
GORDON NSW 2072

FEES

Application fee (more than 15 days before works commence)	\$150
Application fee (less than 15 days before works commence)	\$250
Damage Security Deposit (refundable/payable in advance)	\$0-\$15,000
Fees calculated based on Council's Fees & Charges.	
Refer to https://www.krg.nsw.gov.au/Council/Rates-and-fees	

METHODS OF PAYMENT

Credit Card* - complete the Credit Card Payment form.

Pay in person - Ku-ring-gai Council Customer Service Centre, 818 Pacific Highway Gordon.
Payment by cash, cheque, debit card, credit card* or EFTPOS.

Cheque - Attach to your application form and post to:
Ku-ring-gai Council, Locked Bag 1006, Gordon NSW 2076

*A merchant fee will apply if paying by Credit card.

COUNCIL USE ONLY

Council land

Corporate land owner;

- Community Services
 Corporate Services
 Infrastructure Services/Open Space
 Technical Services

Container No

Payment to Cost Codes:

Non-refundable application fee	2557.2171	\$
Refundable Bond (key and damage)	9900.7034 (RC 700)	\$

Ku-ring-gai Council

818 Pacific Highway, Gordon NSW 2072 **Email** krg@krg.nsw.gov.au
Locked Bag 1006, Gordon NSW 2072 **Website** www.krg.nsw.gov.au

Phone 02 9424 0000

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