



# ROAD OCCUPANCY PERMIT APPLICATION

A non-refundable application fee is payable. Please refer to Council's website for Council's current Schedule of Fees and Charges. Additional fees for road occupancy/standing plant may be applicable which will be assessed and advised by Council Officers within five business days and which must be paid for before the approval is granted by Council. The approval of your application may take up to 10 working days pending assessment of the application and any requirements.

*Office Use Only*

APP. No: \_\_\_\_\_ File No: \_\_\_\_\_

## SECTION A. Property Details

Street Address

Suburb

Post Code

Lot

DP

## SECTION B. Type of Application

**Road Occupancy Permit**

Please tick which best describes the activity to be completed:

- Crane / Concrete Pump
- Works Zone / Truck Zone
- Hoarding Zone (over footway)
- Shoring / Ground Anchors
- Skip Bin
- Other road occupancy - except Special Events - that does not require excavation of the road or verge. Identify activity in 'Description of Proposed Works' below

## SECTION C. Description of Proposed Works (including Estimated Dates and Times

Please provide a brief description of the activity associated with this application (attach certified Traffic Control Plans as required):


**SECTION D. Owner's Consent (not Required for Road Reserve)**

As owner(s) of the land to which this application relates, I/we consent to this application.

Please provide name, address and phone number:

Owner A

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Owner B

--

Signature A

--

Date

--

Signature B

--

Date

--

**SECTION E. Details of the Applicant Undertaking the Work**

Name

--

If Company, Contact Person

--

Street Address

--

Suburb

--

Postcode

--

Business Phone

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Mobile Phone

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Email (compulsory)

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## Applicant Declaration

I, the undersigned, formally apply to obtain a Road Occupancy Permit in accordance with the Council Specifications, Standard Drawings, Environmental and other applicable legislation relating to this application. The owner(s) (if different from the applicant) of the above property has consented to the lodgement of this application to Camden Council.

Signed (Applicant)

Date

- Copy of Public Liability Insurance to a value of at least \$20,000,000 attached

## SECTION F. Information Delivery Options

- Mailed                                       Emailed to:                                       Left at Camden Council for collection

## SECTION G. Payment Details

Office Use Only

Fee Details	Account No.	Fee	Date	Receipt
	04650.1069.267 ROCC			

### Payment Method

Please tick preference:

- Over the phone** - a member of our Customer Relations Team will call you to take your credit card payment when processing your application/request. Payment name and contact:

Contact Name \_\_\_\_\_ Contact number \_\_\_\_\_

- Via Mail** – Please attach cheque or money order to your mailed in application/request. If emailing your application/request, payment over the phone is preferred to avoid unnecessary delays, alternatively, pay in person as per below.

- In Person** – to make payment in person attend one of Council's Customer Service Hubs at:
- Camden Council (main office) – 70 Central Ave, Oran Park
  - Camden Library
  - Narellan Library

Payment methods include cash, cheque, money order, EFTPOS and credit cards

**Note: All credit card transactions have a 0.7% Merchant Service Fee applicable**