



If you need help lodging your form, contact us		Office use only		
Email	council@northernbeaches.nsw.gov.au	Form ID	4033	
Phone	1300 434 434	TRIM Ref	C000957	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	October 2020
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Transport and Civil Infrastructure
			Application No.	
			Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

What classifies as an encroachment?

Examples of minor encroachments on Council's public road reserve include on ground concrete pathways and stairs to provide pedestrian access to private property, small garden beds and landscaped areas, low retaining walls (<600mm high) and letter boxes. This form should NOT be used for works associated with private drainage works, driveway construction, permanent structures or works associated with Development Consent (e.g. work zones, storage of materials, hoardings on road reserve, skip bins or stand plant, etc).

About this application form:

- Once this application form is submitted, it will be assessed by Council. Approval of this application by the Road Authority (Council) must be obtained before the work can proceed. The submission of this application does NOT constitute an approval to commence or proceed with any work.
- A plan identifying property boundaries, improvements and area of Road Reserve required is to be submitted with this application. The survey plan should be drawn at an appropriate scale and clearly distinguish the encroachment or lease area. Suitable drawings and specifications are required to allow consideration of the application. Appropriate Engineering certification and appropriate approvals (such as Development Application) are to be included.
- It is important that we are able to contact you if we need more information. Please give us as much information as possible.
- If the application is made on the owner's behalf, a written authority from the owner is required.
- Other relevant information in support of the application should be provided on the reverse side of this form, or attached.
- Work may only commence following receipt of the written consent from Council. The consent must be kept on site at all times during the works.

Part 1: Fees

FEE DESCRIPTION	FEE AMOUNT (PLEASE TICK)
Application Fee	\$216
Total fees due	\$

Part 2: Applicant Details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible

Title	Mr	Mrs	Ms	Other
Full Family Name (or Company) (no initials)				
Full given names (or A.C.N) (no initials)				
Address (We will post letters to this address)				
Suburb		Postcode		
Phone		Alternative		
Mobile				
Email				

Part 3: Address of the Property

Unit		House number	
Street			
Suburb		Postcode	
DA No. (where applicable)			
LEGAL PROPERTY DESCRIPTION (THIS INFORMATION MUST BE SUPPLIED)			
Lot+Sect+DP/SP number			
DA or construction Certificate number			

Part 4: Application Details

Description of proposed encroachment
Purpose of proposed encroachment

Applicant Name		Date	
Signature			

Owner's Consent Name		Date	
Signature			

Part 5: Comments in Support of this Application

Plans Attached?	Yes	No
A survey identifying property boundaries, improvements and area of Road Reserve required is to be submitted with this application, as stated at beginning of this application form.		

Part 6: Sketch

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**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card														
Card Number														
Expiry Date														

Signature													
Daytime Phone Number													
Date													

Please note: All credit card payments are subject to a 0.7% service fee

Office Use Only														
Application No.														

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