

# Advertising Fee for Section 116 Applications

## About this form

This form must be used to seek approval to permanently alter the Council owned road environment under Section 116 of the Roads Act 1993. The process will take a minimum of six months to complete and involves the proposal being advertised in a local newspaper, consultation with affected parties for a minimum of 28 days, endorsement by the Local Pedestrian, Cycling and Traffic Calming Committee (LPCTCC) and final approval by Council. If the proposal falls within the Sydney CBD, referral to the Central Sydney Traffic and Transport Committee (CSTTC) may also be required.

This form covers the requirement to advertise the proposal in a local newspaper. The City will co-ordinate the advertisement and the Applicant will pay the advertising fee. No work will be undertaken by the City until the associated fees are paid.

## How to apply

1. Please ensure all fields have been filled out correctly, and are completed before submitting your application.
2. Once completed, you can submit your form in person or via mail.

### Part 1 : Applicant Details

Contact name

ABN number (if applicable)

Mobile contact number

Company name

Contact number

Company address

Email address

### Part 2: Type of proposed works

Please tick the type of works being proposed:

Full Road Closure

Partial Road Closure

Road Tonnage Limit

Turn Ban

Address / Location of proposed works

### Part 3: Fees

**Application fee:** \$2650 + per newspaper advertisement (full cost)

Payments can be made by cheque, money order, EFTPOS or credit card. For mailed applications please include either a cheque or money order.

## Part 4: Supporting Documents - Applicant Checklist

- Traffic Impact Assessment
- Traffic Counts
- Traffic Management Plan
- Other, please list below:
- Concept Plan
- Condition of Consent

## Part 5: Applicant Declaration

I declare that the information I have provided on this application is true and correct in every detail.

Applicant Name (please print)

Applicant Signature

Date

## Lodgement Details

You can lodge the completed application by:

**MAIL:** City of Sydney  
GPO Box 1591  
Sydney NSW 2001

**DX:** 1251 Sydney

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
<https://www.cityofsydney.nsw.gov.au/council/contact-us/customer-service-centres>

**WHAT NOW:** Once your appointment nomination form has been received, you will be notified in writing of Council's appointment as the PCA and any associated inspection fees. Council will also nominate the critical stage inspections that must be carried out.

For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333 or visit our **WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing a request to advertise permanent road changes.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Office Use Only

Accepting Officer (please print)

Date

Receipt number

Council Officer assessing application

Date

Total fees paid