

Application for Public Domain Plan Assessment

Under the Roads Act 1993 and Local Government Act 1993

About this form

You can use this form to obtain approval or to amend a previous approval for public domain works.

How to complete this form

- 1: Ensure that all fields have been filled out correctly before submitting the application.
- 2: Please note that fields on this form marked with an * are mandatory.
- 3: Once completed submit this form by email, mail or in person. Please refer to the lodgement details section in Part 7 for further information.
- 4: Refer to the Public Domain Manual: cityofsydney.nsw.gov.au/development/public-domain-works

Fees and charges

Please refer to the fees summary section in Part 4 accompanying this application. The City of Sydney's Schedule of Fees and Charges can be accessed at cityofsydney.nsw.gov.au/council/our-responsibilities/fees-and-charges. Refer to the public domain charges section; Development Sites: Determination of public domain plans.

Note: The application will only be accepted if the correct fee is paid and the relevant documentation and/or drawings are provided electronically. If you require further information regarding this application, please contact the Public Domain Team on 02 9265 9333 or email publicdomain@cityofsydney.nsw.gov.au

Part 1: Site Details (adjoining the public road)

Property number*

Street name*

Suburb*

Lot number (if known)

DP/SP (if known)

Development Application Number (if applicable)

Part 2: Applicant (Primary Contact)

Note: All correspondence will be directed to the applicant

Applicant Details*

First Name*

Last Name*

Business/Company Name *

Business/Company Address *

Business/Company Postal Address (if different from above)

Contact Number*

Email Address*

Part 3: Public Domain Plan

Detailed description of the proposed public domain plan

Part 4: Fees Summary (Fee is per frontage)

For each frontage of Single Residential, Small Commercial or Industrial Property (less than 9lm frontage) \$329.00 ☐

Number of frontages:

For each frontage of Multi Unit Residential, Large Commercial or Industrial Property (more than 9lm frontage) \$676.00 ☐

Number of frontages:

Total Fees Payable (Sum of applicable frontage fee x number of frontages)

Note:

- Prior to receiving approval a security bond will be required.
- Additional assessment fees may apply. Council will advise.

Part 5: Applicant Checklist and Declaration

I have attached the following:

| | | | |
|---|--------------------------|-----------------------------|--------------------------|
| USB of all plans & documentation (see Note 1) | <input type="checkbox"/> | Site plan (see Note 2) | <input type="checkbox"/> |
| Location plan (see Note 2) | <input type="checkbox"/> | Specifications (see Note 3) | <input type="checkbox"/> |
| Applicant's signature | <input type="checkbox"/> | | |

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

☐ No

☐ Yes

If yes, state relationship

I declare that all information in the application and checklist is to the best of my knowledge, true and correct. I also understand that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB may be publicly available.

Applicant's name (please print)

Applicant's Signature

Date

Part 6: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessment and delivery of approvals for the Public Domain Plan in the City of Sydney Council area.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. 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 to access or correct your personal information.
- Storage:** The City Planning, Development and Transport 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 cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Part 7: Lodgement Details

You can lodge the completed application by:

EMAIL: applications@cityofsydney.nsw.gov.au

Digital copies of applications must be supplied on a USB memory stick if lodging by mail or in person.

MAIL: City of Sydney
GPO Box 1591
Sydney NSW 2001

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

WHAT NOW: Once your application is received a Council Officer may contact you to discuss your proposal which may include a request for further information and/or clarification of the proposed work.

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Customer Service Use Only

| Receiving Officer | Date Received | Receipt Number | |
|----------------------|----------------------|----------------------|-------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | RC308 |

Notes for completing the application

Note 1 - **Digital requirements**

- All plans and documents, including the application form must be submitted in digital format.
- Each group of plan types, e.g. site plan, floor plans, sections, elevations and documents must be supplied as separate PDF files, not larger than 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website
- Digital files must be virus free.

As all information provided on may be publicly available, personal information including credit card details must NOT be emailed to council or copied onto the USB

Note 2 - **Plan requirements**

- Plans shall be prepared in accordance with the City of Sydney's Public Domain Manual (available at: cityofsydney.nsw.gov.au/_data/assets/pdf_file/0003/281523/Public-Domain-Manual.pdf) and shall include as a minimum:
- A site plan drawn to a minimum scale of 1:500 shall show the relation of the public domain works to the boundaries of the adjacent allotment and buildings.
- Plans shall be drawn to a minimum scale of 1:100 and shall show complete public domain works indicating the location of the proposed works in relation to the boundaries and proposed and/or existing buildings, plus elevations and cross-sections sufficient to indicate completely the proposed design and construction.

Note 3 - **Detailed written specification**

A detailed specification shall be submitted if not fully described on the plan.

Where any work of a structural nature is involved (footing, slabs, signs, street furniture, retaining walls etc.) sufficient details and information including where required, a certificate of design from a practising structural engineer issued under Section 93 of the Local Government Act (1993) must be provided. Sections 93 and 732 of the Local Government Act absolves the City of all liability by relying on a certificate of design and/or installation certificate.