

# 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 mail or in person. Please refer to the lodgement details section in Part 7 for further information.
- 4: Refer to the Public Domain Manual: <https://www.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 <https://www.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 on a USB. 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](mailto:publicdomain@cityofsydney.nsw.gov.au)

### Part 1: Site Details (adjoining the public road)

Property number*	Street name*	
<input type="text"/>	<input type="text"/>	
Suburb*		
<input type="text"/>		
Lot number (if known)	DP/SP (if known)	Development Application Number (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Part 2: Applicant (Primary Contact)

**Note:** All correspondence will be directed to the applicant

#### Applicant Details\*

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Business/Company Name *	
<input type="text"/>	
Business/Company Address *	
<input type="text"/>	
Business/Company Postal Address (if different from above)	
<input type="text"/>	
Contact Number*	Email Address*
<input type="text"/>	<input type="text"/>

### Part 3: Public Domain Plan

#### Detailed description of the proposed public domain plan

### Part 4: Fees Summary (Fee is per frontage)

Please tick applicable box below and include number of frontages

For each frontage of Single Residential, Small Commercial or Industrial Property (less than 9lm frontage) \$290.00

Number of frontages:

For each frontage of Multi Unit Residential, Large Commercial or Industrial Property (more than 9lm frontage) \$590.00

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:** For assessment and delivery of approvals for the Public Domain Plan in the City of Sydney Council area.
- Intended recipients:** Council staff and approved contractors of the City of Sydney Council.
- Supply:** An application is voluntary, however a completed application is required to enable assessment and approval of the proposed works prior to construction.
- Access/Correction:** Contact the City of Sydney Council Customer Service Unit to access or correct this information.
- Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.

## Part 7: Lodgement Details

You can lodge the completed application by:

**MAIL:** City of Sydney **DX:** 1251 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:  
<https://www.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:

**TELEPHONE:** (02) 9265 9333 or visit our **WEBSITE:** <https://www.cityofsydney.nsw.gov.au/development/public-domain-works>

## Customer Service Use Only

Receiving Officer

Date Received

Receipt Number

RC308

## Notes for completing the application

### Note 1 - **Digital requirements**

- All plans and documents, including the application form must be submitted in digital format on a single USB.
- 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 the USB may be publicly available, personal information including credit card details must NOT be 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: [https://www.cityofsydney.nsw.gov.au/\\_data/assets/pdf\\_file/0003/281523/Public-Domain-Manual.pdf](https://www.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.