

# Activity Application Public Roads

Section 68 – Part E of the Local Government Act 1993

Effective from July 2024 to June 2025

## About this form

Use this form to apply to:

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist, or tackle projecting over the footway.
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road (including display of goods on footpath/roadway).

## Documentation

You must attach all the required supporting documents.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

## Applicant's details

Title:

Full name:

Company name:  
(if applicable)

Company contact:  
(if applicable)

ABN / ACN:

Address:

Phone:

Email:

## Site details

Location of proposed Activity: (attach plan to show precise location)

Detailed description of proposed Activity: (attach extra material if necessary)

Date(s) & time(s) required for proposed Activity:

Date:


Start time:

Finish time:

**Special requirements:** (e.g. equipment)

### Owners details, declaration and signature

Being the owner of the property to which this application relates, hereby consent to the making of this application.

<b>Owner's name:</b>	<input style="width: 100%;" type="text"/>		 Affix Common Seal
<b>Address:</b>	<input style="width: 100%;" type="text"/>		
<b>Phone:</b>	<input style="width: 100%;" type="text"/>	<b>Email:</b> <input style="width: 100%;" type="text"/>	
<b>Signature:</b>	<input style="width: 100%;" type="text"/>	<b>Date:</b> <input style="width: 100%;" type="text"/>	
<b>Company name:</b> (if applicable)	<input style="width: 100%;" type="text"/>		
<b>Position:</b>	<input style="width: 100%;" type="text"/>	<b>ABN/ACN:</b>	<input style="width: 100%;" type="text"/>

### Fees

The fee for this application is \$208 plus an hourly assessment rate of \$208 per hour or part of an hour.

If approval is granted and a licence agreement is required to be entered into by condition of approval all legal and valuation costs will also be payable.

### Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

### Lodgement details

**Who to contact:** The Building & Compliance officer in the Compliance Department handling your application.

*If you wish to discuss a proposal with one of our Building & Compliance officers, it is essential that you arrange an appointment. We recommend that you consult with a Council Building & Compliance officer before lodging this application.*

For any information on post-approval licence agreements for the display of goods on the footpath/roadway, please contact Council's Property Officer

<b>Mail to:</b> Woollahra Municipal Council PO Box 61 Double Bay 1360	<b>In person:</b> Council Chambers 536 New South Head Road Double Bay NSW 2028
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<b>Email:</b> <a href="mailto:records@woollahra.nsw.gov.au">records@woollahra.nsw.gov.au</a>	<b>Telephone:</b> (02) 9391 7000
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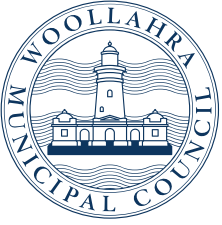
**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY	Fee type	Fee	Receipt code
To be completed by Council's Cashier and Customer Service Officer	Application fee	\$208.00	T34
GST may be applicable (refer receipt)			
<i>Retain your receipt as proof of lodgement of the application</i>	<b>Total</b>		
<b>Cashier:</b> <input style="width: 100%;" type="text"/>	<b>Date:</b> <input style="width: 100%;" type="text"/>		



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: