

Road Reserve Closure



If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4043
TRIM Ref.	C000830
Last updated	June 2025
Business unit	Property
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

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form with supporting documentation to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

These particulars are a general outline only for the guidance of applicants and do not constitute an offer or contract

I have read and understood the enclosed 'Information on the process' and request Northern Beaches Council to consider the closure of the following road reserve adjoining the applicants property.

Part 1: Applicant details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternative	
Mobile		Fax	
Email			

Part 2: Owner(s) details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternative	
Mobile		Fax	
Email			

Part 3: Project description - Boundary dimensions and area

Specify the boundary dimensions and area

Part 4: Reasons for road reserve closure

Describe the reasons for the road reserve closure.

Part 5: Detail of proposed use - including any development proposals

Describe the proposed use of the site - including any development proposals etc

Part 6: Other comments

Include below any further comments in support of your application

Part 7 - Surveyor's details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First name			
Last name		ABN	
Name of user/group/organisation			
Address			
Postcode			
Phone		Alternative	
Mobile		Fax	
Email			

Part 8: Checklist

Use this checklist to confirm you have fully completed your application				
Have you included a survey plan of the road reserve land with the approximate boundary dimensions and area? (include in the survey plan, existing encroachment and significant trees and identify the species and size of trunk, and location of any public utilities).	Yes		No	
Have you read the Information for the Applicants regarding Road Reserve Closure Procedures? (see Council's website)	Yes		No	
Have you included Letters of Support from adjoining owners? (if the road reserve land adjoins multiple properties)	Yes		No	

Part 9: Agreements to terms and conditions

I understand that this is an application to close part of road reserve land adjoining the land owner's property. It is not a legally binding contract. I acknowledge that the proposed Road Reserve closure is subject to Council's approval. I understand that I am liable for all costs (payable in advance) associated with the road reserve closure. eg: associated with the road reserve closure process.			
Applicant's name			
Signature		Date	
Landowner's name			
Signature		Date	

Fees

It is important you are aware of the costs of the exercise. The estimated associated costs are outlined below.	
Application fee (non-refundable)	As per Council's Fees and Charges
Subdivision Certificate and NSW Planning Portal application fee	As per Fees and Charges per application
Section 73 Sydney Water Compliance Certificate (if required)	As per Sydney Water requirements
Section 88B Instrument (if required)	As per quote from Council's solicitor
NSW Land Registry Services registration costs	As per NSW Land Registry Services requirements - at applicant's cost
Surveying costs	Quote to be sought by applicant
Independent valuation cost	As per quote from Council's valuer
Council's legal costs and disbursement costs	As per quote from Council's solicitor
These costs are non-refundable and DO NOT include the sale price of the land (which is an additional cost). Council's fees are subject to change in line with annual Delivery Program process. For more information about fees and charges please contact Council's Property team.	