



If you need help lodging your form, contact us		Office use only		
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	4033	
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	C000957	
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b>	June 2021
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b>	Transport and Civil Infrastructure
			<b>Application No.</b>	
			<b>Receipt No.</b>	

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information

<p><b>What classifies as an encroachment?</b></p> <p>Examples of minor encroachments on Council's public road reserve include on ground concrete pathways and stairs to provide pedestrian access to private property, small garden beds and landscaped areas, low retaining walls (&lt;600mm high) and letter boxes. This form should NOT be used for works associated with private drainage works, driveway construction, permanent structures or works associated with Development Consent (e.g. work zones, storage of materials, hoardings on road reserve, skip bins or stand plant, etc).</p> <p><b>About this application form:</b></p> <ol style="list-style-type: none"> <li>Once this application form is submitted, it will be assessed by Council. Approval of this application by the Road Authority (Council) must be obtained before the work can proceed. The submission of this application does NOT constitute an approval to commence or proceed with any work.</li> <li>A plan identifying property boundaries, improvements and area of Road Reserve required is to be submitted with this application. The survey plan should be drawn at an appropriate scale and clearly distinguish the encroachment or lease area. Suitable drawings and specifications are required to allow consideration of the application. Appropriate Engineering certification and appropriate approvals (such as Development Application) are to be included.</li> <li>It is important that we are able to contact you if we need more information. Please give us as much information as possible.</li> <li>If the application is made on the owner's behalf, a written authority from the owner is required.</li> <li>Other relevant information in support of the application should be provided on the reverse side of this form, or attached.</li> <li>Work may only commence following receipt of the written consent from Council. The consent must be kept on site at all times during the works.</li> </ol>
---

## Part 1: Fees

FEE DESCRIPTION	FEE AMOUNT (PLEASE TICK)
Application Fee	\$222
<b>Total fees due</b>	\$

## Part 2: Applicant Details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible

<b>Title</b>	Mr	Mrs	Ms	Other
<b>Full Family Name</b> (or Company) (no initials)				
<b>Full given names</b> (or A.C.N) (no initials)				
<b>Address</b> (We will post letters to this address)				
<b>Suburb</b>		<b>Postcode</b>		
<b>Phone</b>		<b>Alternative</b>		
<b>Mobile</b>				
<b>Email</b>				

## Part 3: Address of the Property

<b>Unit</b>		<b>House number</b>	
<b>Street</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>DA No.</b> (where applicable)			
<b>LEGAL PROPERTY DESCRIPTION (THIS INFORMATION MUST BE SUPPLIED)</b>			
<b>Lot+Sect+DP/SP number</b>			
<b>DA or construction Certificate number</b>			

## Part 4: Application Details

<b>Description of proposed encroachment</b>
<b>Purpose of proposed encroachment</b>

<b>Applicant Name</b>		<b>Date</b>	
<b>Signature</b>			

<b>Owner's Consent Name</b>		<b>Date</b>	
<b>Signature</b>			

Part 5: Comments in Support of this Application

<b>Plans Attached?</b>	Yes	No
<b>A survey identifying property boundaries, improvements and area of Road Reserve required is to be submitted with this application, as stated at beginning of this application form.</b>		

Part 6: Sketch

	^ N
--	--------

THIS PAGE IS BLANK

**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: Payment card surcharge of 0.5% applies

Office Use Only															
Application No.															

**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**