

Minor Encroachment/Constructions Within Road Reserve 22/23



(Includes Minor Construction not undertaken as part of a Development Application, excludes Driveways)

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	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4033
TRIM Ref.	C000957
Last updated	June 2022
Business unit	Transport and Civil Infrastructure
Application 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

What classifies as an encroachment?

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 (<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).

About this application form:

- 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.
- The applicant must provide a plan showing the distance of the encroachment to the kerb/road and the property boundary and the area of Council's road reserve they wish to carry out works on. 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.
- It is important that we are able to contact you if we need more information. Please give us as much information as possible.
- If the application is made on the owner's behalf, a written authority from the owner is required.
- Other relevant information in support of the application should be provided on the reverse side of this form, or attached.
- 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.

Part 1: Applicant Details

Title	Mr <input type="radio"/>	Mrs <input type="radio"/>	Ms <input type="radio"/>	Other:
First Name				
Last Name				
Company Name <i>(attached business card if relevant)</i>				
Address			Postcode	
			Mobile	
Phone				
Email				

Part 2: Fees

Application Fee	\$229
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Part 3: Address of the Property

Unit		House Number	
Street			
Suburb		Postcode	
DA Number (where applicable)			
Legal Property Description (This Information Must Be Supplied)			
Lot Number		Section	
DA or Construction Certificate Number		DP/SP Number	

Part 4: Application Details

Description of proposed encroachment
Purpose of proposed encroachment

Applicant Name			
Signature		Date	

Owner's Consent Name			
Signature		Date	

Part 5: Comments in Support of this Application

Plans Attached?	Yes No
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.	

Part 6: Sketch

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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.															

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