



# ROAD EVENTS AND ACTIVITIES TEMPORARY ROAD CLOSURE APPLICATION FORM

OFFICE USE ONLY	
DA No: .....	
Parcel No: .....	
Receipt No: .....	
Date: .....	
Receipt Key / Type: 187	

## PART 1 – APPLICATION DETAILS

### APPLICANT DETAILS

Name		Company	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		Customer Reference	

### PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m <sup>2</sup>
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

### LOCATION

Roadway	Footpath	Road Status	Classified	Unclassified
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### DATE & TIME OF ACTIVITY

Is the event a 'single date' or 'multiple date' event?		Single	Multiple Date
Date(s)	Start Time	Finish Time	

### ACTIVITY TYPE

<input type="checkbox"/>	More than 500 participants and spectators (Development Application may be required)
<input type="checkbox"/>	500 or fewer participants and spectators
<input type="checkbox"/>	Police Controlled Event

### DESCRIPTION OF THE PROPOSED ACTIVITY / EVENT


No. of staff / volunteers	Expected number of attendees	Total
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### DECLARATION

I hereby make application to Council for permission to develop, as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I undertake to develop in conformity with such approval and Acts and Codes.

Applicant(s) Name	Date
Applicant(s) Signature	

## PLAN & SITE CHECKLIST

PLEASE SUBMIT THIS COMPLETED CHECKLIST WITH YOUR APPLICATION.

	Yes	N/A
Shown the direction of north on the plan or sketch?		
All contact information and details of the activity / event		
A Traffic Management Plan		
A Traffic Control Plan(s)		
A Risk Assessment to confirm the existing and likely risks that may arise to event patrons and other road users as a result of the activity / event		
A copy of your Public Liability Insurance		
Copies of approvals from other external authorities		
"Form 1 – Notice of Intention to Hold a Public Assembly" form with lodgement confirmation from the NSW Police Force		
RMS Road Occupancy Licence Application		
NSW Police Force approval		
Approval to film (from Screen Hunter-Central Coast)		

**HOW TO LODGE YOUR APPLICATION**

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p><b>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</b></p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>How to Contact Us</b> Phone: (02) 4993 4300 Fax: (02) 4993 2500 Email: <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a></p> <p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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**If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100**

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

**If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.**

Payment Contact Name:	Payment Contact Phone Number:
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