

# SITE ACCESS ON COUNCIL LAND – APPLICATION FORM

A REFERENCE TO "COUNCIL" IN THIS APPLICATION MEANS PENRITH CITY COUNCIL.

Council approval is required to gain temporary access to Council land for non-recreational purposes, such as to undertake approved works within the Council land or access through Council land to adjacent properties for works or deliveries.

## Applicant Details

First Name

Surname

Company Name (if applicable)

ABN/ACN (if applicable)

Street Number

Street Name

Suburb

Postcode

Phone Number

Email Address

## Property Owner Details

First Name

Surname

Street Number

Street Name

Suburb

Postcode

Phone Number

Email Address

## Property Access Details

Council Reserve/ Building Name (if applicable)

Lot/DP (if known)

Street Number

Street Name

Suburb

Postcode

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## Purpose of Access

- Access through Council owned land for a delivery/deliveries to private property
- Access through Council owned land and/or use of the Council owned land for works on adjoining private property
- Access through Council owned land for works on public utility adjoining Council land
- Inspections, investigations or works for public utilities within Council owned land
- Other (please specify below)

## Duration of Access

Start Date

Finish Date

Is there an approved Development Application (DA) or Construction Certificate (CC) for the Works?

Yes No

DA/CC Number if known

## Additional Access Details

### Hours of use

- Day only
- Day and Evening
- Weekdays only
- Weekends only
- 7 days

### From

AM to

PM

## Vehicle Details

Provide details of all machinery and vehicles to be used within the Council site.  
Include size and weight e.g. 2 tonne tipper truck.

Vehicle (make/model, Registration)

Size/Weight

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## Work Schedule

Work Description	Where	Date and Time
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## Contractor Details

Contact Name	Contact Phone Number
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Company Name (if applicable)	ABN/ACN (if applicable)
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Street Number	Street Name
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Suburb	Postcode
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Email Address

## Submission Checklist

When submitting this form, check you have

- Completed this form in full
- Current certificate of currency \$20 million Public & Product Liability Insurance
- Current Workers Compensation Insurance details
- Current Safe Work Method Statement (SWMS)
- Site Environmental Management Plan (SEMP)
- Detailed Site Plan attached to application including proposed works. Site plans are to include
  - The type and location of signage that will be displayed on the site/works compound.
  - Any fencing proposed including the type and location of fencing
- Construction Management Plan (CMP)
- Application fee paid
- A copy of the Public Liability Certificate of Currency to the value of \$20 million and a Safe Work Method Statement for each contractor identified in this application.

## Fees and Charges

Applications incur an application fee, payable on submission of this application. The application fee is for Council to undertake a Preliminary Assessment of the proposed access and works to be done and is nonrefundable.

Additional fees will be charged before access and works can be started including an access fee and bond.

All fees will be calculated in accordance with Council's Fees and Charges available on our [website](#).

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## Declaration

I declare that all information supplied on this application is true and complete. I have read and understood all the conditions of access and will abide by these conditions and any other specific conditions required by Council.

Applicant's First Name

Applicant's Surname

Signed

Date

Property Owner's First Name

Property Owner's Surname

Signed

Date

## Acceptance of Application

Council will not process applications that are incomplete or non-complying with lodgement requirements. These applications will not be accepted or may be returned to applicants within 14 days.

## Lodgement Details

Applicants are required to lodge the completed application form and associated documents to Penrith City Council, by one of the following methods;

Email: [council@penrith.city](mailto:council@penrith.city) Post: **PO Box 60 Penrith NSW 2751**

In person: Penrith Civic Centre, 601 High Street Penrith or St Marys Business Office, 207-209 Queen St, St Marys

## Payment Method

Application fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

See Council's adopted fees and charges at [penrith.city](http://penrith.city).  
All fees subject to change.

## Paying by Credit Card

Please complete the [Credit Card Authorisation Form](#) located in the list of [Downloadable Forms](#) and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

## Office Use Only

Application Fee Receipt Number

Date

Amount

### CONTACT US