



APPLICATION TO CONSTRUCT DRIVEWAY/ACCESS/ENTRANCE FROM A PUBLIC ROADWAY

About this form: You must use this form to apply for permission to the Norfolk Island Regional Council to construct a driveway/access/entrance within the boundaries of the road reserve (from road edge to boundary of private property)

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form
3. Once completed you can submit this form by mail or in person
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

NAME OF APPLICANT *

Address *

Email *

Phone *

Name of Road that access/entrance will be constructed *

Location of proposed access/entrance (<i>Portion number of property</i>) *

Size of area and type of proposed access or entrance *

Description of land/s adjacent to road reserve (Portion numbers) *

Attached is a sketch (or drawing) showing location, dimensions and levels of proposed driveway/access/entrance.

I/We understand that –

- a. No work is to be carried out until such application is approved by the Norfolk Island Regional Council
- b. I/We agree to meet necessary costs associated with restoration of road pavement, or other remedial work as deemed necessary

Business/Company Name (if applicable)

ABN/ACN number

Signature of applicant *

Date

LODGEMENT DETAILS

You can lodge the completed Application by:

Mail: Norfolk Island Regional Council
PO Box 95
NORFOLK ISLAND 2899

Email: customercare@nirc.gov.nf

In Person: Customer Care Team
9 New Cascade Road
NORFOLK ISLAND

What now:	Once your application is received an Officer will respond within 10 working days
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OFFICIAL USE ONLY	
Receiving Officer - Name:	Date:
Receiving Officer - Signature:	

Approved/not approved

Date applicant notified