



# Application for a Lease / Licence to occupy Council Roadway

Under the *Roads Act 1993 – Section 153*

*Fees are valid until 30 June 2018*

## About this form

Use this form to apply for a Lease or Licence to occupy part of a Council Roadway adjoining your property, in accordance with Council's *Policy and Procedures for Leasing and Licensing of Council Controlled Land*, which can be viewed on Council's website at: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) or be obtained from our Customer Service Centre.

Council will consider the application but may resolve to grant or not to grant a Lease or Licence at its discretion. Council will only consider granting a Lease or Licence to the owner of the property immediately adjacent to that portion of roadway.

## Lodgement & fees

Please follow the instructions on pages 2 & 3.

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 3).

## ▼ Applicant (Owner) details

**Applicant's name, address and contact details. The applicant must be able to provide evidence of ownership.**

Title:      Mr       Mrs       Miss       Ms       Other: .....

Family name (or Company): .....

Given name (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....) .....

Phone (2) (....) ..... Mobile: .....

E-mail: .....

Contact person (Only if a company etc): .....

## ▼ Conditions

- 1) Council's application and processing fees (see page 3) must accompany the application.
- 2) A Lease or Licence will be subject to a market rent. This rent will be determined by an independent Valuer.
- 3) Prior to the issue of a Lease or Licence, the applicant must pay Council's valuation and legal costs, including any Stamp Duty incurred in granting the Lease/Licence.
- 4) Prior to the issue of a Lease or Licence, the applicant must obtain a Public Risk Insurance Policy in the amount of twenty million dollars (\$20,000,000) against any action that may arise from damage to property or injury to any person using the footway. Council must be nominated as an 'Interested Party' on the policy and indemnified against any claim.
- 5) The issue of a Lease / Licence will be in accordance with Council's Policy and Procedures for Leasing & Licensing of Council Controlled land, and in respect of a classified (main) road will be subject to the concurrence of the Roads and Maritime Services (RMS).

## ▼ Signature and declaration

### Your declaration

I, .....declare I am the

owner of the property at .....

.....

I apply to Lease / License a portion of Council Roadway adjoining my property. I have read and accept the conditions set out above and in Council's policy.

I declare that all the information given is true and correct.

I also understand that:

- if incomplete, the application may be delayed or rejected, and/or
- more information may be requested after date of lodgment.

Applicant checklist:

- Council's application fee enclosed  
*(see Fees on Page 3)*
- Agreement to pay additional costs including legal costs incurred by Council
- Copy of Development Application/Consent enclosed

⊗ Signature: ..... Date:.....

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** Senior Property Officer on  
9391 7019

### Fees

The fee for this application is \$850.00 plus an hourly rate.

If approval is granted and a lease or licence agreement is required to be entered into by condition of approval, all legal and valuation costs of approximately \$4000 will also be payable. These fees are calculated on the hourly rate and are payable before the release of any legal agreement. Protracted negotiations over 5 hours will be charged at \$77 per hour.

### Payment methods

#### In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

#### By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

### Fees

Fees are valid until 30 June 2018.

The appropriate fee must accompany the application.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

<b>OFFICE USE ONLY</b>		
Fee Type	Receipt Code	Fee
Application Fee	121	\$850
<b>Total:</b>		<b>\$850</b>

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (*refer receipt for details*)

*Retain your receipt as proof of lodgement of the application.*

☒ Receiving Officer: ..... Date:.....

☒ Cashier: ..... Date:.....

Acct No: 00768.1175

## ▼ Privacy notification

The personal details requested on this form are being collected and will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

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