



Postal Address:  
 General Manager  
 PO Box 61  
 GLEN INNES NSW 2370  
 Phone: (02) 6730 2350  
 Fax: (02) 6732 3764  
 Email: council@gisc.nsw.gov.au

# S.68 Application - Ancillary Activities

**Activities under Parts A, D, E & F**  
**Under the Approvals Table S.68 of the *Local Government Act 1993***

Office Use Only			
Certificate No. :		Applicable Fee**:	
Assessment No. :		<b>Cashiers Initial :</b>	
Receipt Number :		Date of Receipt :	

\*\* Multiple activities can be applied for under one application form. A single fee (highest fee) is charged for multiple activities.

**All associated fees are listed in Council's current Operational Plan.**

**Privacy Notification:** In completing this form you will be prompted to supply information that is personal information this information is collected under the *Privacy and Personal Information Act 1998*. The supply of this information is voluntary. If you cannot provide, or do not wish to provide, the information sought Council may be unable to process your request. Council requires the provision of the owner/s name and address with signature/s to verify owner/s permission for the lodgment of this Application. Glen Innes Severn Council is required under the Privacy and Personal Information Act 1998 to inform you about how your personal information is being collected and used. If you require further information please contact Council's Department of Development, Planning and Regulatory Services on (02) 6730 2350.

**Indicates to please tick (where appropriate).**

## APPLICANT'S DETAILS

Title:     Mr                             Mrs                             Miss                             Ms                             Other

Name: .....

Address: .....

Mobile: ..... Home: .....

Email: ..... Fax: .....

**Details of Proposed Activity:** .....

1. I/we apply for consent to carry out the activity/development described in this application.
2. I/we consent to Council copying this application, and any supporting materials, for the purpose of obtaining public comment.
3. I/we declare that all the information is true and correct. I/we also understand that if the information submitted with this application is incomplete the application may be delayed or rejected, or more information may be requested.
4. I/we acknowledge that if the information provided is misleading any approval granted may be void.
5. I/we accept that council cannot be held liable for delays in processing arising out of inadequacies in the material submitted in support of this application.
6. I/we further agree to undertake to pay any fee, charge or contribution associated with the activity/development as per Council's current Operational Plan.
7. I/we agree to pay additional fees if a re-inspection is required as per the result of work being incomplete or defective or for any inspections additional to those listed on the schedule where the schedule inspections require more than a single visit.
8. Council is authorised to enter the property for the purpose of carrying out inspections and to take photographs or samples in relation to the exercising of its powers under the relevant Acts, Regulations and Policies. Council is indemnified against any claims that may arise from the entry and carrying out of such functions.
9. At least 48 hours' notice will be given to Council of any required inspections.
10. Work Health & Safety Acts and Regulations and related safety codes of practice are adhered to. Persons in control of the site recognise their duty of care under the WHS Act in regard to the safety of persons at the worksite, those visiting and public near to the site.
11. All correspondence relating to this application will be sent to the address above and any contact with Council Officer is limited to the applicant unless permission is otherwise given.

Signature: ..... Date: .....

## OWNER/S CONSENT

Name/s or Company: .....

Address: .....

Mobile: ..... Home: .....

Email: ..... Fax: .....

Signature/s: ..... Date: .....

Crown Land: Yes / No (please circle) **Please attach Authority (letter of consent)**

## PROPERTY IDENTIFICATION

Lot: ..... Section: ..... DP: .....

Street No: ..... Street: ..... Town: .....

Special Access Requirements (eg. Locked Gate, Dogs, etc): .....

## APPROVALS

Listed below are the most common S.68 Approvals, however this form can be used to apply for any S.68 Approval under Parts A, D, E & F. Please see the last page of this Application Form for a detailed list of the types of Section 68 Approvals.

**Each following Part contains a list that indicates the minimum required additional information that must be provided.**

<b>PART A (Structures):</b> (Provide details in Part 1)	<b>PART E (Public Roads):</b> (Provide details in Part 3)
<input type="checkbox"/> Install a manufactured home (A1)	<input type="checkbox"/> Articles in/over the footpath (E2)
<b>PART D (Community Land):</b> (Provide details in Part 2)	<b>PART F (Other Activities):</b> (Provide details in Part 4)
<input type="checkbox"/> Engage in a trade or business (D1)	<input type="checkbox"/> Install or operate an amusement device (F5)
<input type="checkbox"/> Engage in busking activities (D4)	<input type="checkbox"/> Use a standing vehicle to sell articles in a public place (F7)
<input type="checkbox"/> Use a sound amplifying device (D5)	<input type="checkbox"/> Install a domestic oil or solid fuel heating appliance, other than a portable appliance (F4)
<input type="checkbox"/> Other Activity/s: .....	

## PART 1 (Structures)

- |  |  |
|--|--|
| <input type="checkbox"/> Install a manufactured home or movable dwelling <b>ONLY</b> | <input type="checkbox"/> Install a manufactured home or movable dwelling and associated structures |
|--|--|

### Builder (Manufacturer) Details:

Name/Company: .....

Postal Address: .....

Mobile: ..... Email: .....

Builders License Number: .....

### Estimated Cost of Works:

NOTE: The Estimated Cost must include the total cost of the development, labour and materials or the contract price including GST. If more than one structure is proposed, provide a cost for each structure. Council refers to Ralston's Building Cost Guide to determine minimum estimated value of works.

\$ .....

### Required Information:

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer plans including structural certificate/specification and engineering for footings. | <input type="checkbox"/> Site Plan (as per Council's Application Checklist). |
| <input type="checkbox"/> Details of any proposed associated buildings/structures (garage, decks etc).                    | <input type="checkbox"/> Compliance plate details from manufacturer.         |

## PART 2 (Community Land)

- Engage in a trade or business \*       Engage in busking activities       Use a sound amplifying device

### Time and Duration of Undertaking/Event:

Date/s: ..... Operating Hours: .....

Number of Food and Drink Stalls: ..... Number of General Business Stalls: .....

- Erection of Tents, Marquees or Booths must comply with the Exempt Requirements of the *State Environmental Planning Policy (Exempt and Complying Development Code) 2008*. If not, a **Development Application** is required.

### Required Information:

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan (proposed location of each activity, stall, any amenities on site, proposed fencing, etc). | <input type="checkbox"/> Copies of current Local Council approval and acceptable NSW Food Safety Supervisor Certificate. |
| <input type="checkbox"/> Copy of Public Liability Insurance - \$20M with Council listed on certificate.                       | <input type="checkbox"/> Letter of approval from shop / business you wish to operate outside of.                         |
| <input type="checkbox"/> Copy of most current FPAR Inspection (out of area only)  | <input type="checkbox"/> Food Business Registration Form   |

\* **NOTE: Food Businesses require all the above information to be supplied with application.**

## PART 3 (Public Roads)

- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

### Operation of Activity:

- On-going activity       One-off activity

### Trading Details:

Days: ..... Hours: .....

Additional Information (if required): .....

### Required Information:

- |   |   |
|---|---|
| <input type="checkbox"/> Details of any proposed structures (Temporary or Permanent), including any engineering and architectural design plans. | <input type="checkbox"/> Copy of Approval, if required, under Section 138 of the <i>Roads Act</i> . |
| <input type="checkbox"/> Copy of Public Liability Insurance - \$20M with (Council listed on certificate).                                       | <input type="checkbox"/> Scaled Site Plan (and signed engineered plans if applicable).              |

## PART 4 (Other Activities)

- Install or operate amusement device \*\*       Use a standing vehicle for the purposes of selling any article in a public place
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance.

### Operation Details:

Start date/time: ..... Finish date/time: .....

Additional Information (if required): .....

### Use a Standing Vehicle Required Information:

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Vehicle Registration and plans of any proposed associated structures. | <input type="checkbox"/> Copy of Public Liability Insurance - \$20M with Council listed on certificate. |
| <input type="checkbox"/> Copy of most current FPAR Inspection (out of area <b>only</b> )               | <input type="checkbox"/> Food Business Registration Form  |

### Domestic Soil Fuel Heater Required Information:

- |  |  |
|--|--|
| <input type="checkbox"/> Certification of Compliance with the Building Code of Australia and Australian Standard 4013. | <input type="checkbox"/> Details of suitably qualified installation company. |
|--|--|

\*\* **NOTE: Additional paperwork/forms will be required for amusement devices. Please contact Council's Building and Environmental Health Officer to discuss further.**