

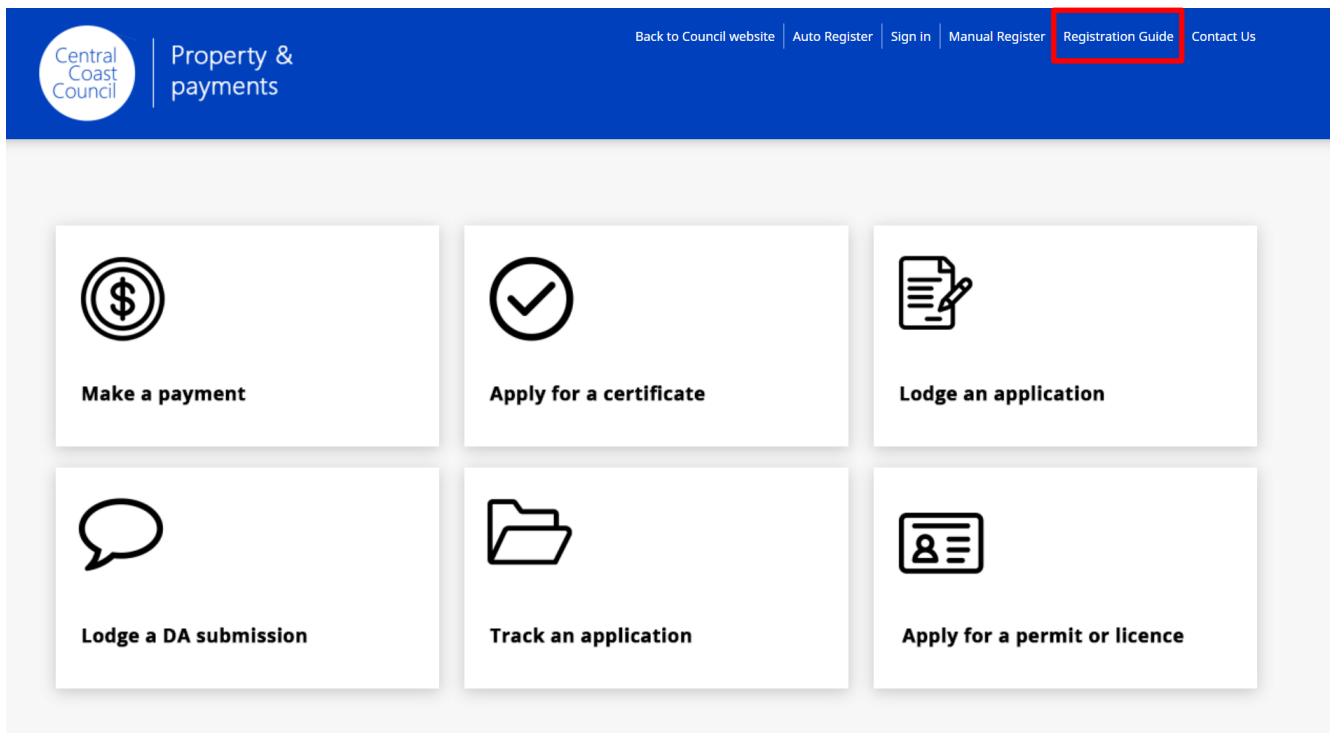
How to Guide

Lodgement of Road Occupancy Licence applications

Introduction

The purpose of this guide is to assist in the lodgement of road occupancy licence applications via Council's [Online Services](#).

Should you need to register for an Online Services account, follow the instructions available by clicking **Registration Guide** at the top navigation pane.



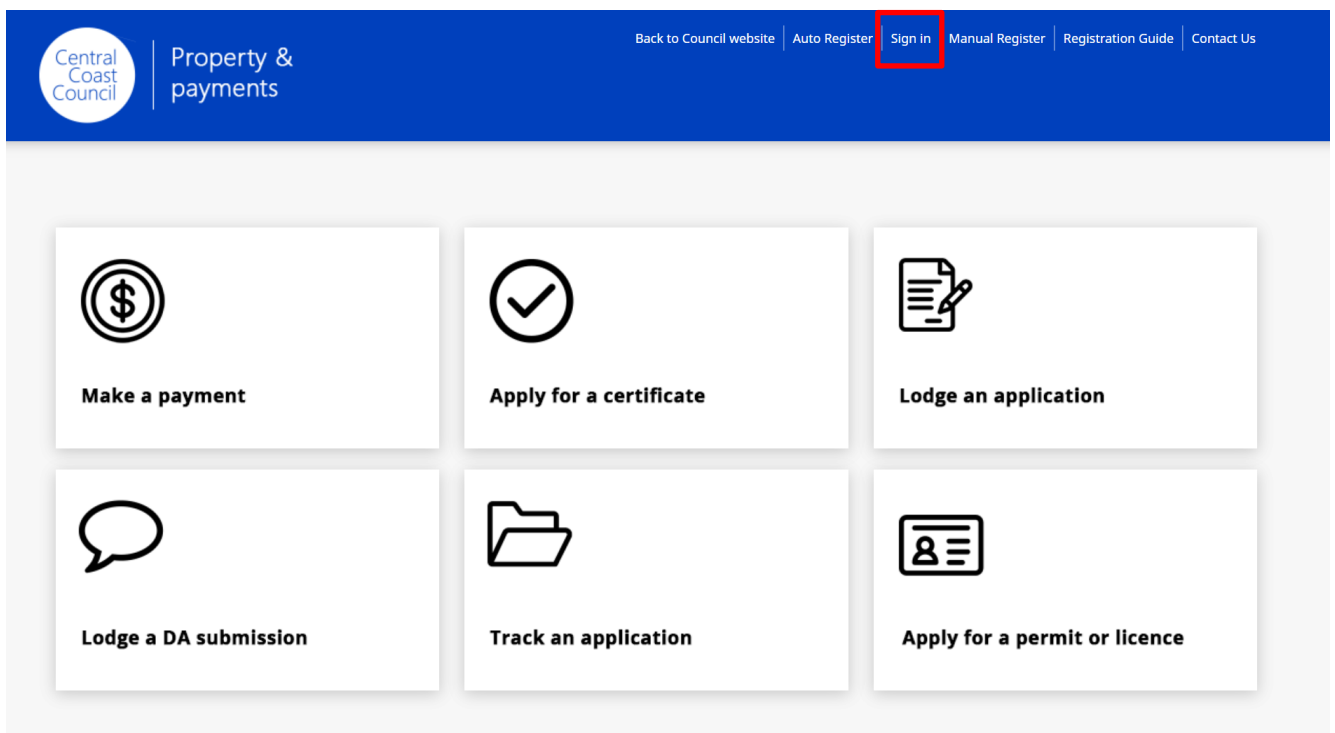
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Lodgement of Road Occupancy Licence applications

Road Occupancy Licence applications must be submitted to Council via Council's [Online Services](#).

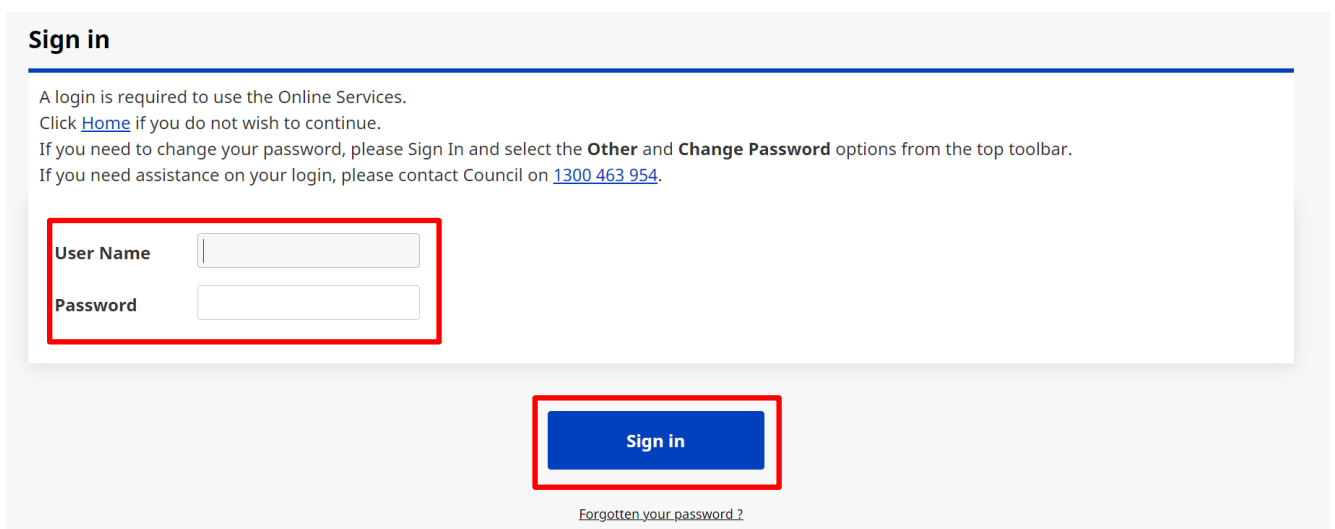
Step 1. Sign in to your account by clicking **Sign in** at the top navigation pane



The screenshot shows the top navigation pane of the Council website. On the left, there is the Central Coast Council logo and the text "Property & payments". On the right, there is a navigation menu with the following items: "Back to Council website", "Auto Register", "Sign in" (highlighted with a red box), "Manual Register", "Registration Guide", and "Contact Us". Below the navigation pane, there are six service tiles arranged in a 2x3 grid:

- Make a payment (icon: dollar sign in a circle)
- Apply for a certificate (icon: checkmark in a circle)
- Lodge an application (icon: document with pencil)
- Lodge a DA submission (icon: speech bubble)
- Track an application (icon: folder)
- Apply for a permit or licence (icon: ID card)

Step 2. Enter your User Name and Password and then click **Sign in**

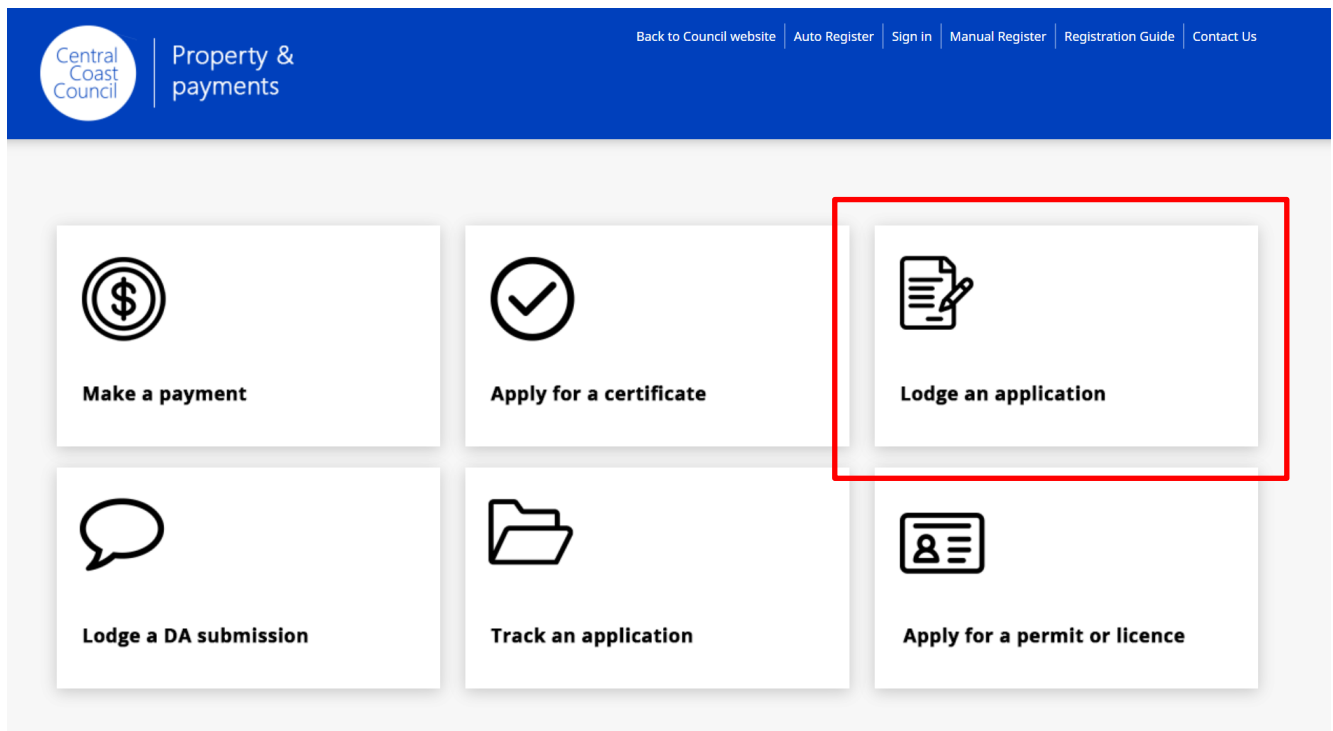


The screenshot shows the "Sign in" page. At the top, there is a heading "Sign in". Below the heading, there is a message: "A login is required to use the Online Services. Click [Home](#) if you do not wish to continue. If you need to change your password, please Sign In and select the **Other** and **Change Password** options from the top toolbar. If you need assistance on your login, please contact Council on [1300 463 954](tel:1300463954)." Below the message, there are two input fields: "User Name" and "Password", both highlighted with a red box. Below the input fields, there is a blue "Sign in" button, also highlighted with a red box. At the bottom, there is a link: "Forgotten your password?"

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Step 3. Click on **Lodge an Application** to begin the lodgement application process.



The screenshot shows the 'Property & payments' section of the Central Coast Council website. The navigation bar includes links for 'Back to Council website', 'Auto Register', 'Sign in', 'Manual Register', 'Registration Guide', and 'Contact Us'. The main content area features six service tiles: 'Make a payment', 'Apply for a certificate', 'Lodge an application', 'Lodge a DA submission', 'Track an application', and 'Apply for a permit or licence'. The 'Lodge an application' tile is highlighted with a red border.

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Step 4. Select the relevant **Application Type** from the list and then click **Next**

Select Application Type

Below is a list of the Application types that you can lodge online. Please select the required application type and click the Next button to continue.

Application Types	Instructions
<input type="radio"/> Building Information Certificate	Lodgement of certificates under Section 149D of the Environmental Planning and Assessment Act.
<input type="radio"/> Tree Permit Application	Lodgement of applications for tree removal or pruning under State Environmental Planning Policy (Vegetation in Non- Rural Areas) 2017
<input checked="" type="radio"/> Roads Act Application	Lodgement of vehicle access crossing, works zone and road occupancy licence applications (this does not include applications for subdivision construction works)
<input type="radio"/> Road Opening Permit	Lodgement of applications to undertake excavation works on Council's road reserve
<input type="radio"/> Water Service Application	Lodgement of applications for connection, disconnection or relocation of a domestic water service.
<input type="radio"/> Water Management Act Application	Lodgement of applications for the issue of a compliance certificate under Section 307(1) Water Management Act 2000
<input type="radio"/> Swimming Pool Compliance Certificate	Lodgement of applications for Certificate of Compliance for a Swimming Pool Issued under Section 22D of the Swimming Pools Act 1992

Next

Step 5. Select the relevant **Location Type** and then click **Next**

Please select a Location Type

An Application is submitted against a Property, Parcel or a Street. Please choose the type of location that this application will be submitted against.

Submit an Application for a Property.

Submit an Application for a Street.

Previous **Next**

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Step 6. Enter the relevant street details and click **Search**

Street Search

You can search for a street by entering some or all of the requested details.

Street Search

Use this option if you wish to search for a street. Please enter the street details, then click on the search button to start the search.

Street Name

Street Type

Suburb

Step 7. Select the relevant **Street** from the list of results and click **Next**

Number of Streets Found: 1

Street Name	Suburb	Council
<input checked="" type="radio"/> Mann Street	GOSFORD	Default

Street Search

You can search for a street by entering some or all of the requested details.

Street Search

Use this option if you wish to search for a street. Please enter the street details, then click on the search button to start the search.

Street Name

Street Type

Suburb





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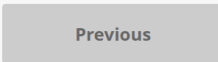
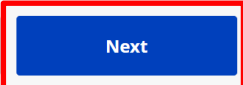
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Step 8. Ensure the correct Applicant details are listed and then click **Next**. The buttons on the right side of the screen can be used to edit, delete and/or add additional applicant details.

Identify Parties applicable to this lodgement

This page allows you to identify all parties (such as contacts, contractors etc) that are associated with this lodgement. Please provide as much detail as possible to identify these parties. Please note that you will have to enter the details for any mandatory parties before being able to use the Next button to continue.

Parties	Names	Link/s
 Applicant *	John Smith (additional names can be added for this party)	  

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Step 9. Enter the relevant **Description of Work**. Ensure the relevant Application Form has been downloaded and completed. Select the relevant **Application Type**.

Roads Act Application

Description

Description of Work *

Application Forms

All Application forms can be found below (forms will open in a new window)

[Vehicle Access Crossing](#)

This application form relates to Vehicle Access Crossings (VACs) for new single and/or secondary dwellings and all existing residential, commercial and industrial developments. All VACs for new dual occupancies, residential units, industrial developments and/or commercial developments require a completed [Application Form for Subdivision Works Certificate and other Development related Civil Works](#) and are NOT to be submitted here.

[Works Zone Application](#)

[Road Occupancy Licence](#)

Please attach a completed application form and supporting documentation below

Application Type - please choose at least one option below

* Vehicle Crossing applications require the consent of the owner(s) of the property and a plan of the proposed work.

Please attach the written consent of the owner(s) and plan below.

- Vehicle Access Crossing *
- Works Zone Application
- Road Occupancy Licence

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Step 10. Upload the relevant **Attachments** required by clicking **Choose file** next to the relevant document category and selecting the relevant file for upload. Documents marked with a **'*'** indicate mandatory attachments that are required to be provided. Once all documents have been attached, click **Next**

Attachment Details

The application requires the consent of the owner(s) of the property and a plan of the proposed work.

Application Form *	<input type="button" value="Choose file"/> No file chosen
Plan of Proposed Works *	<input type="button" value="Choose file"/> No file chosen
Owners Consent (for Vehicle Access Crossing)	<input type="button" value="Choose file"/> No file chosen
Additional Information	<input type="button" value="Choose file"/> No file chosen
Additional Information	<input type="button" value="Choose file"/> No file chosen
Additional Information	<input type="button" value="Choose file"/> No file chosen

Step 11. Confirm the details of the application and click **Next** once you have confirmed all details are correct

Confirm Your Application

Below are some of the details of your Application lodgement. Click the Next button to continue once you are sure that all of the application details have been completed correctly.

Application Type	Roads Act Application
Streets	Mann Street, GOSFORD
Lodgement Fee	\$180.00 *
Payment Method	Credit Card
Receipt Required?	<input type="button" value="No"/>

* Please be aware that additional fees may be incurred once your application is processed.

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Step 12. Enter the relevant Credit Card details and click **Pay** to process the payment

Payment Entry (Advam Host)

Please enter your Credit Card details below, and then click the "Pay" button to process your payment.

Card Number *	<input type="text"/>
Expiry Month	01 ▾ *
Expiry Year	2022 ▾ *
Security Code *	<input type="text"/>
Card Holder	<input type="text"/>
Payment Amount	\$180.00

Pay

* Denotes that the field is mandatory.