

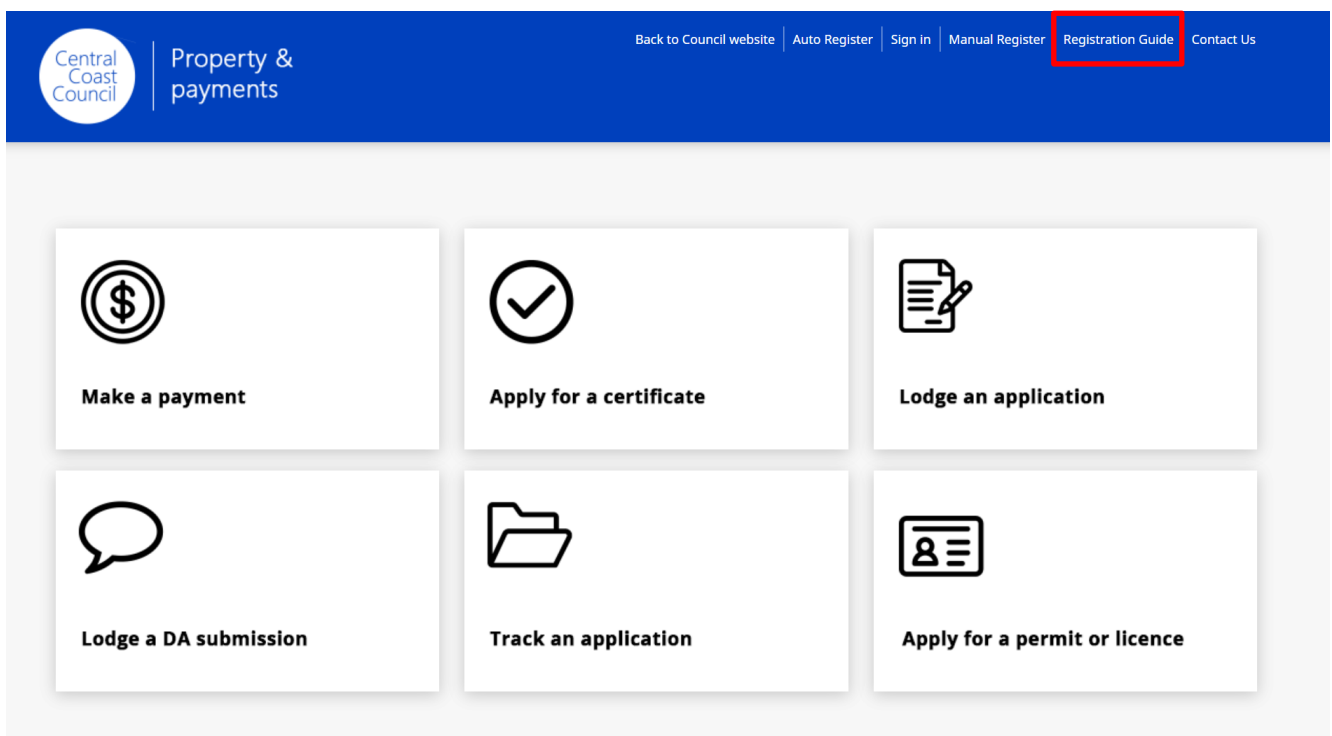
How to Guide

Lodgement of Road Opening Permit applications

Introduction

The purpose of this guide is to assist in the lodgement of road opening permit 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.



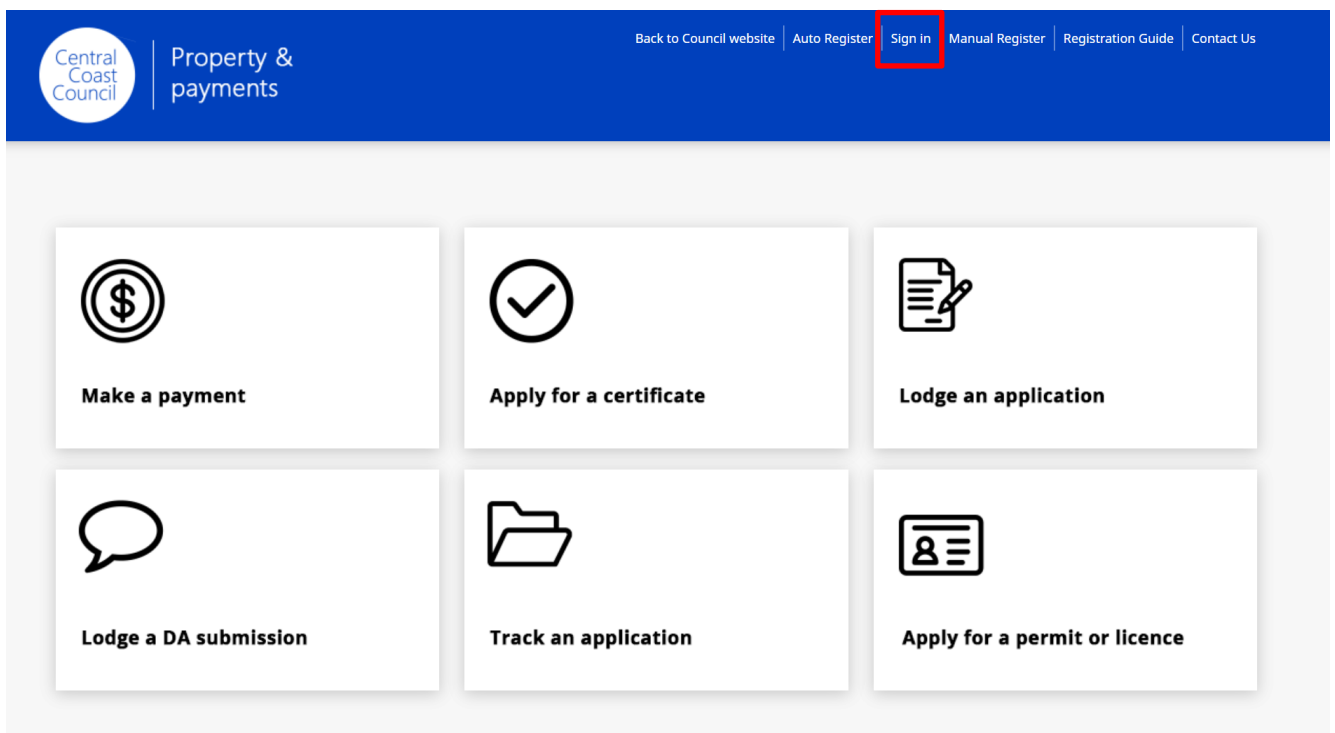
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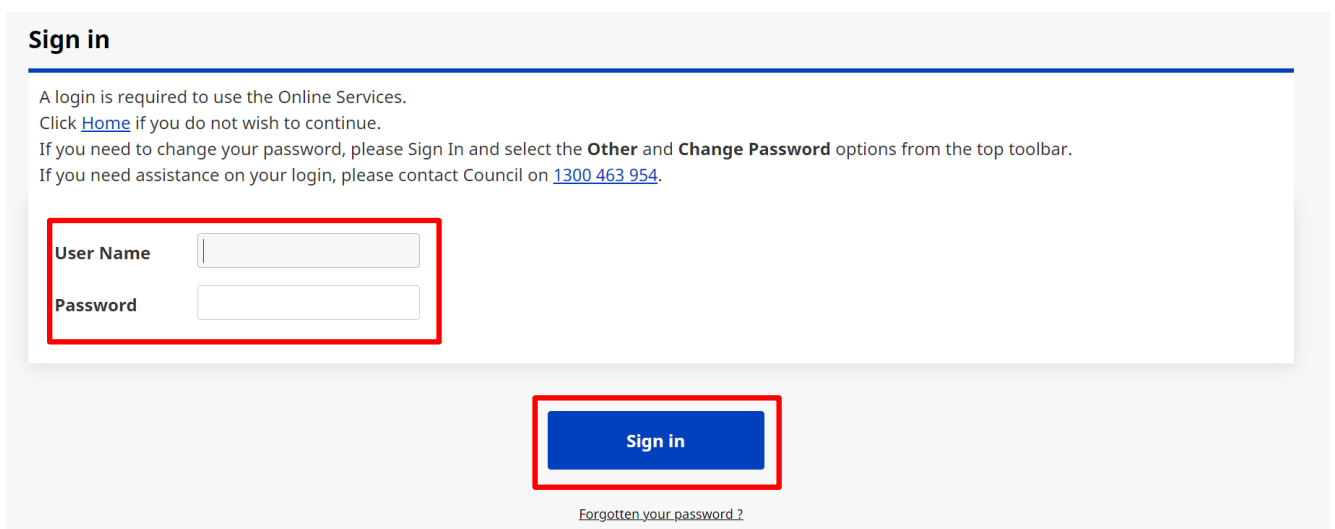
Road Opening Permit applications must be submitted to Council via Council's [Online Services](#).

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 Central Coast Council website. On the left, there is the Central Coast Council logo and the text 'Property & payments'. On the right, there are several navigation links: '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: 'Make a payment' (with a dollar sign icon), 'Apply for a certificate' (with a checkmark icon), 'Lodge an application' (with a document icon), 'Lodge a DA submission' (with a speech bubble icon), 'Track an application' (with a folder icon), and 'Apply for a permit or licence' (with a person icon).

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

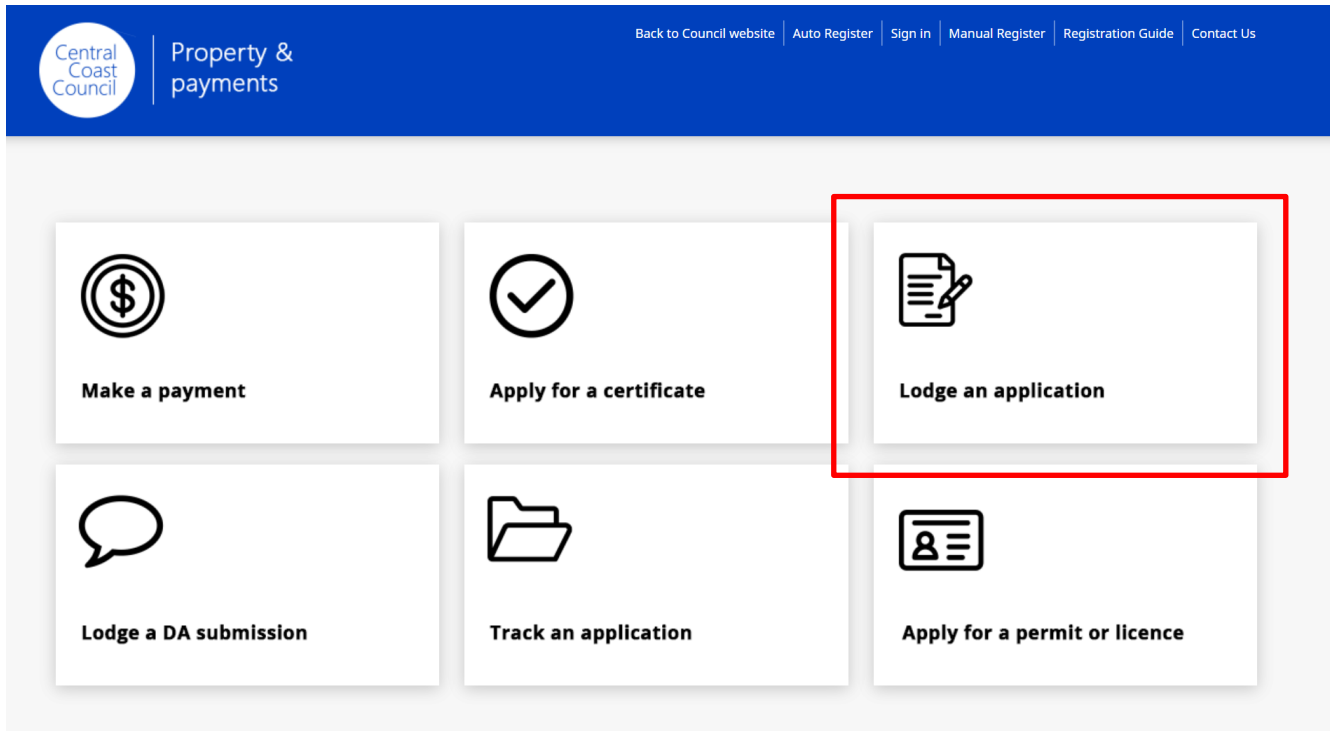


The screenshot shows the 'Sign in' form on the Central Coast Council website. The form has a title 'Sign in' and a blue header bar. Below the header, there is a message: 'A login is required to use the Online Services. Click [Home](#) if you do not wish to continue. If you need to change your password, 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 red boxes. Below the input fields, there is a blue 'Sign in' button, also highlighted with a red box. At the bottom of the form, 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 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 checked="" 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	<input type="text"/>
Street Type	(any) ▾
Suburb	<input type="text"/>

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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

[Next](#)

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	Mann
Street Type	Street ▾
Suburb	Gosford

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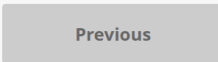
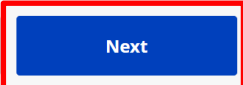
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Step 8. Ensure the correct Applicant details are listed and then click **Next**. The buttons on the right side of the screen can be used to edit, delete and/or add additional applicant details.

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 **Proposed Development** details. 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**

Road Opening Permit

Description

Proposed Development *

Attachments

The application requires a completed application form and a detailed plan of proposed works. [Click here](#) to view or download a copy of the application form.

Application Form *	<input type="button" value="Choose file"/> No file chosen
Plans *	<input type="button" value="Choose file"/> No file chosen
Certificate of Currency *	<input type="button" value="Choose file"/> No file chosen
Dial before you dig *	<input type="button" value="Choose file"/> No file chosen
Traffic Contral Plan	<input type="button" value="Choose file"/> No file chosen

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Step 10. 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	Road Opening Permit
Streets	Mann Street, GOSFORD
Lodgement Fee	\$400.00
Payment Method	Credit Card
Receipt Required?	<input type="text" value="No"/>

Attachments

Application Form	Application form attached.docx
Plans	Plans attached.docx
Certificate of Currency	Certificate of Currency attached.docx
Dial before you dig	Dial before you dig attached.docx

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Step 11. 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 <input type="text"/> *
Expiry Year	2022 <input type="text"/> *
Security Code *	<input type="text"/>
Card Holder	<input type="text"/>
Payment Amount	\$400.00

Pay

* Denotes that the field is mandatory.