



Thank you for your interest in proposing a closure and purchase of a road, the process varies according to its status and whether or not it has been constructed. Please read the following details and if you require more information contact Council's Property Officer on 4980 0309.

Under the Roads Act 1993 an adjoining owner of an unused public road/laneway can submit an application to Council applying to close and purchase the whole or part of this Council owned road.

If the road is Crown Road the application must be made directly to the Crown Lands office in Newcastle.

All costs associated with this process are borne by the applicant.

Approval must be granted, by way of Resolution of Council before an application to close the road can be submitted to Crown Land by Council's Property Section on behalf of the applicant.

Once the Crown Land office has given approval Council can commence an extensive process including, but not limited to the following; internal verification of proposed closure by various Council sections, advertising in local newspaper, notification to all adjoining property owners and Public Authorities (such as Ausgrid) as required by Crown Land office, Development Application fees to Council, survey plan preparation, land valuation, lodgment & registration costs of required documents at Land Title Office.

Costs can vary and increase depending on fees charged at the time by various Government Departments and consultants. Total costs at time of publication of this document are approximately \$10,000 to \$12,000 excluding the value of the land being purchased.

The land value (purchase price) is determined by a registered valuer at the time of acquisition.

The whole process can take between 12 to 18 months to complete.

After purchase the applicant must consolidate the closed area with their current adjoining property. Costs for consolidation are not included in the information supplied herewith this is to be completed by the applicant as soon as practicable after registration of the Road Closure Plan at Land Titles Office and Transfer of the newly created property. Again all costs are borne by the property owner to complete this consolidation process.

All relevant documents to commence the process can be obtained from Council's Property Section they include:

- Application Form – see below the current form which can be submitted to commence the process
- Aerial Map – Council can supply the applicant with a map for indicating the area of proposed closure if required
- Agreement – This document is to be endorsed by both the applicant and Council to allow commencement of the closure process
- Indicative Costs List - Details the steps and requirements for payment to enable continuation of each step.

**Note:** All documents are updated regularly and in accordance with set fees and charges imposed by the various authorities and consultants used by Council to complete different aspects of the process. These prices may vary from time to time.



# Application for closure of a Public Road under Section 34 of the Roads Act

Return to: Property Section 116 Adelaide Street, (PO Box 42) Raymond Terrace 2324  
DX 21406 | ABN 16 744 377 876



## Applicant details

Name of applicant: \_\_\_\_\_

Postal address of applicant: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

If applicant is Port Stephens Council, please supply Job Number: \_\_\_\_\_

## Particulars of land held

Town/Locality: \_\_\_\_\_ Street: \_\_\_\_\_

House No.: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ DP/SP \_\_\_\_\_

## Description of road(s) to be closed

\_\_\_\_\_

Please tick the desired answer:

Has the road ever been constructed?  Yes  No      Is the road now being used?  Yes  No

## Purpose for closure – intended use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sketch attached (please tick)  Yes  No

Attach Preliminary Investigation Fee (as set by Council's Fees & Charges)  Yes  No

## Lodged by:

Name of applicant: \_\_\_\_\_

Postal address of applicant: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Office use only:

Job number: 0095-704.928

TRIM file number: \_\_\_\_\_