

# PRE-COMMENCEMENT DAMAGE REPORT (ROAD, FOOTPATH, KERB & GUTTER) APPLICATION FORM



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
08:30am – 4:00pm Monday – Friday - **Payment by CASH, CHEQUE OR CARD**



**Email:** [customer.service@canadabay.nsw.gov.au](mailto:customer.service@canadabay.nsw.gov.au)

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 - **Payment by CHEQUE ONLY.**

**Please note:**

Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

<b>Office Use</b>	DA/CDC code	\$	Receipt No:		Date:	
	No DA/CDC code	\$	Receipt No:		Date:	
<b>Application Number:</b>						

## Fees & Charges (GST exempt) (Please tick)

### DA/CDC related application

<input type="checkbox"/>	\$387	Please provide DA/CDC application number:	<input type="text" value="DA/CDC"/>
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### OR

### Non DA/CDC application

<input type="checkbox"/>	\$387	Please provide a 'Driveway' or 'Civil Works in the public domain' application number:	<input type="text" value="RDA"/>
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## Applicant details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

## Site details

Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Remarks:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

### Supporting Evidence of the location of damage to the Road, Footpath, Kerb & Gutter

Please provide date stamped photographs of all areas with cracks and/or damage **BEFORE** any works commence. It is preferred that you include the following examples:

- full frontage of existing dwelling (prior to works commencing)
- individual photos of any existing damage

*\*\*These must accompany the lodgement of this application for proper assessment of any pre-existing damages.*

### Declaration

I declare that all of the information provided on this application is known to be true and correct.

Applicant Signature:

Date:

### Council Officer Use ONLY

Approved by Council Officer:  Yes  No – please give reason/s below:

Reason::


Other notes:


Signature:

Date:

### Please Note:

This form will provide a record of damage to your driveway crossover, footpath and kerb & gutter prior to work commencing. This will ensure that when Council returns your bond you will not be penalised for pre-existing damage.