

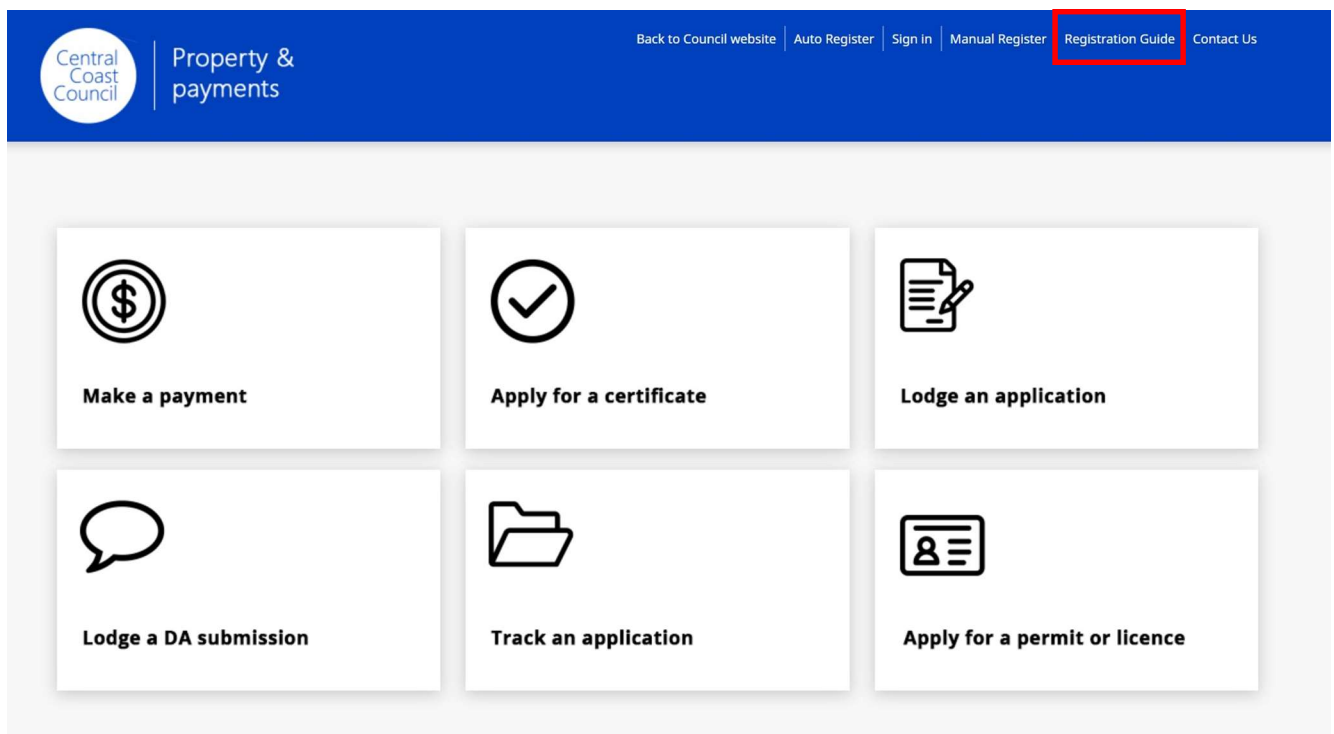
# How to Guide

## Lodgement of Vehicle Access Crossing applications

### Introduction

The purpose of this guide is to assist in the lodgement of vehicle access crossing 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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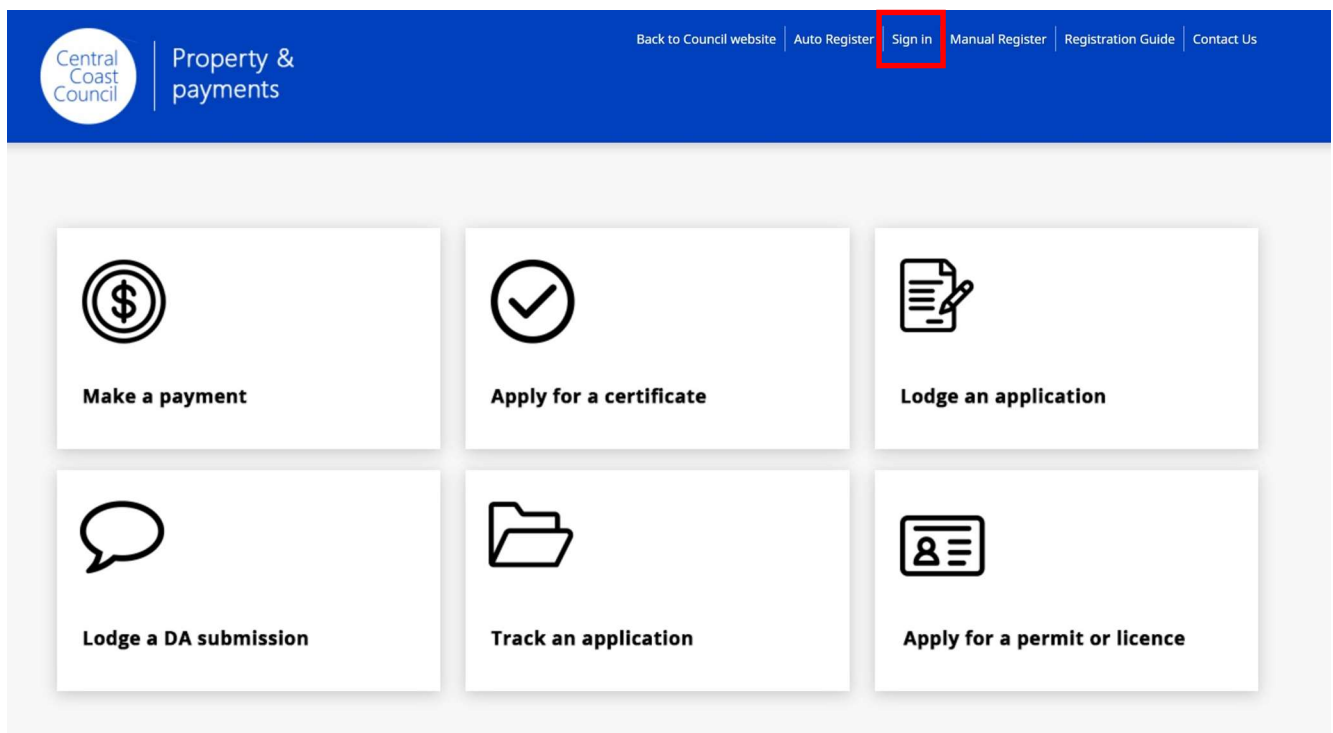
## Lodgement of Vehicle Access Crossing applications

### Lodgement of Vehicle Access Crossing applications

Vehicle Access Crossing (VAC) applications must be submitted to Council via Council's [Online Services](#).

*Please note: This process only applies to VAC applications 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 an application for [Subdivision Works Certificate and other Development related Civil Works](#).*

**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. The navigation pane is blue and contains the following elements:

- Central Coast Council logo
- Property & payments
- Back to Council website
- Auto Register
- Sign in** (highlighted with a red box)
- Manual Register
- Registration Guide
- 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: person with ID card)

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

**Sign in**

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).

User Name

Password

**Sign in**

[Forgotten your password?](#)

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

Central Coast Council | Property & payments

[Back to Council website](#) | [Auto Register](#) | [Sign in](#) | [Manual Register](#) | [Registration Guide](#) | [Contact Us](#)

**Make a payment**

**Apply for a certificate**

**Lodge an application**

**Lodge a DA submission**

**Track an application**

**Apply for a permit or licence**

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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"/> <b>Building Information Certificate</b>	Lodgement of certificates under Section 149D of the Environmental Planning and Assessment Act.
<input type="radio"/> <b>Tree Permit Application</b>	Lodgement of applications for tree removal or pruning under State Environmental Planning Policy (Vegetation in Non- Rural Areas) 2017
<input checked="" type="radio"/> <b>Roads Act Application</b>	Lodgement of applications under the Roads Act for construction or re-construction of vehicle access
<input type="radio"/> <b>Road Opening Permit</b>	Lodgement of applications to undertake excavation works on Council's road reserve
<input type="radio"/> <b>Water Service Application</b>	Lodgement of applications for connection, disconnection or relocation of a domestic water service.
<input type="radio"/> <b>Water Management Act Application</b>	Lodgement of applications for the issue of a compliance certificate under Section 307(1) Water Management Act 2000
<input type="radio"/> <b>Swimming Pool Compliance Certificate</b>	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 property details and click **Search**

**Property Search**

You can search for a property by selecting one of the available search options below, and then entering some or all of the appropriate details.

**Address Search**

Use this option if you wish to search for a property or parcel via the address details. Please enter the address details (or alternatively the Property Name or Ward), then click on the search button to invoke the search.

Advanced Search

**Street Number**

**Street Name**

**Street Type**

**Suburb**



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

### Property Search

You can search for a property by selecting one of the available search options below, and then entering some or all of the appropriate details.

	Address	Parcel Description
 	49-51 Mann Street, GOSFORD NSW (Alt)	Lot 1 DP 251476 Lot 1 DP 564021

49-51 Mann Street, GOSFORD NSW (Alt) should be 49-51 Mann Street, GOSFORD NSW 2250 according to council records. Please consider selecting this property instead.

**Next**

### Address Search

Use this option if you wish to search for a property or parcel via the address details. Please enter the address details (or alternatively the Property Name or Ward), then click on the search button to invoke the search.

Advanced Search

Street Number

Street Name

Street Type

Suburb

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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.

**Important information which will adversely affect your application** – If you are a Company or Business applying on behalf of an external customer or party. **DO NOT REMOVE YOUR DETAILS.** We require both your details and the party you are applying on behalf of to remain on the application. **Removing yourself** as the applicant will result in delayed processing times due to the inability for Council Officers to accurately generate correspondence from within our systems in relation to the application.

**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**. Select the relevant **Application Type**. Ensure the relevant Application Form has been downloaded and completed.

### Roads Act Application

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#### Description

Description of Work \*

#### 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

#### Application Forms

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

[Vehicle Access Crossing](#)

[Works Zone Application](#)

[Road Occupancy Licence](#)

Please attach a completed application form and supporting documentation below



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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
Properties	49-51 Mann Street, GOSFORD NSW 2250
Lodgement Fee	\$505.00 *
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	\$505.00

**Pay**

\* Denotes that the field is mandatory.