

# Road Reserve Works Permit Application Form 2021-2022

**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.



**This form is to be completed when planning to carry out works in a Council road reserve. This is an application only – no works will commence until the applicant has received a letter from Council approving the works to be completed and a standard fee as per Council's Fees and Charges for proposed works has been paid. This application takes seven business days to process.**

**P:** 07 4932 9000 | **E:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | **W:** [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

<b>Applicant Details</b>			
Organisation name:			
Applicant's name:			
First		Middle	Last
Postal address:			
Preferred contact number:		Email:	
<b>Property Owner Details</b> <i>(if different to the above)</i>			
Owner's name:			
Postal address:			
Preferred contact number:		Email:	
<b>Contractor Details</b>			
Contractor's name:			
Postal address:			
Preferred contact number:		Email:	
<b>Contractor's Public Liability Insurance</b> <i>(please note the contractor completing the work or the owner of the property (if the contractor) is required to hold Public Liability Insurance with a minimum cover of \$20 million, for "anywhere in Australia", a copy of the Public Liability Insurance must be attached to this application)</i>			
Policy number:		Expiry date:	
<b>Details of Proposed Works</b>			
Street number and name:			
Suburb:		State:	Postcode:
Lot number:	Plan number:		Assessment number:
<b>Proposed Works</b> <i>(please note a standard fee of \$200.00 for Residential or \$200.00 for Commercial for each type of proposed works will apply)</i>			
<input type="checkbox"/> Major Development Works – <i>Not requiring a Development Permit for Operational Works under IPA i.e. road works, sewerage, water supply, stormwater. 1.5% of the approved cost estimate (minimum \$50,000) of the works within the road reserve.</i>			
<input type="checkbox"/> Vehicle Crossing Construction – <i>Includes kerb or culvert crossovers and driveways in rural and urban areas.</i>		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Property Stormwater Drainage – <i>Construction work to discharge stormwater drainage from the property to Council's stormwater system.</i>		<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial

<b>OFFICE USE ONLY</b>	Receipt date:	Receipt number:	CSO:	Amount:
	Application number:		Date approved:	Approving officer name:

## Proposed Works (please note a standard fee of \$200.00 for Residential or \$200.00 for Commercial for each type of proposed works will apply)

Rural Addressing  Residential  Commercial

Private Water Pipeline  Residential  Commercial

Undergrounding of Services  Residential  Commercial

Erection or Installation of a Structure (Temporary or Permanent)  Residential  Commercial

*Example: Retaining wall, steps, building, fencing and barricading.*

*A Building Permit/Licence may be required for this work – please contact Council's customer service for further information. For any partial road or footpath closures please also contact the Police for approval under section 96 of the Transport Operations (Road Use Management) Act 1995.*

Grazing – Short Term

## Declaration

### The owner of the property will:

- Have a Traffic Management Plan and associated Traffic Guidance Scheme (TGS) prepared in accordance with the provisions of the Manual of Uniform Traffic Control Devices (MUTCD) by a person that holds a current Traffic Management Design (TMD) qualification;
- Attend a site inspection with Council if requested;
- Be responsible for the supervision of the work;
- Sign the declaration statement below;
- Provide a site plan to scale, showing the proposed work, all public services and road furniture, the road edge or kerb and channel location;
- For property stormwater drainage, provide details of proposed pipeline drain sizes;
- Be responsible for the ongoing maintenance;
- Supply additional information as required; and
- Ensure that the contractor undertakes the work in accordance with the Road Reserve Works Permit/Licence.

In satisfaction of *Local Law No. 1 (Administration) 2011*, and in consideration of us allowing you to carry out the activities authorised under the Permit/Licence, I/we (the Applicant) indemnify Council and its representatives against all loss, liability and expense borne of harm that arises directly or indirectly from each of the activities carried out and the works and structures constructed, by me/us as authorised by the Permit/Licence, including all activities carried out, and works and structures constructed, on each road identified in the Permit/Licence. I acknowledge that "harm" includes all or any of:

- Property loss;
- Property damage;
- Death;
- Personal injury; and
- Illness.

Signed for and/or on behalf of the property owner:

Name:

Position:

Signature:

Date:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Drawings or plans (hand drawn or professionally drawn) of the work to be completed.
- Copy of Public Liability Insurance.
- Site plan to scale showing the proposed work, all public services and road furniture, the road edge or kerb and channel location.
- For property stormwater drainage, provide details of proposed pipeline drain sizes.

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.