

# Road Reserve Works Permit Application Form

**Privacy Notice:** Council will use the personal information you supply 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*, and *Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.



**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: [rockhamptonregion.qld.gov.au](http://rockhamptonregion.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details				
Company name and contact name (if applicable):				
Applicant's name:				
Postal address:				
Preferred contact number:		Email:		
Property Owner Details (if different to the above)				
Owner's name:				
Postal address:				
Preferred contact number:		Email:		
Contractor Details (if applicable)				
Contractor's name:				
Postal address:				
Preferred contact number:		Email:		
Site Details of Proposed Works				
Street number and name:				
Suburb:		State:	Postcode:	
Lot number:		Plan number:		
Value of Proposed Works				
What is the estimated approved cost of works being installed in the road reserve area only?				
Public Liability Insurance (Please note a copy of your public liability insurance with a minimum cover of \$20 million must be provided)				
Name of insurer:		Policy number:		
Policy limit:		Expiry date:		
OFFICE USE ONLY	Receipt date:	Receipt number:	CSO:	Amount:
	Application number:	Date approved:	Approving officer name:	

## Proposed Works

Driveway/Vehicle Access –  Residential **or**  Commercial  
*Includes kerb or culvert crossovers and driveways in rural and urban areas.*

Property Stormwater Connection –  Residential **or**  Commercial  
*Construction work to discharge stormwater from the property to Council's stormwater system.*

Private Water Pipeline

Erection or Installation of a Temporary or Permanent Structure –  Temporary **or**  Permanent  
*For example, Retaining wall, steps, fencing, barricading.*

Type of structure:

*Please check with Council's Customer Service to enquire if other permits may be required, such as Building.*

If temporary, please provide details of dates/times structure will be erected or installed:

Temporary Road and/or Footpath Closures –  Partial **or**  Full

Details of closure (*ie. road or footpath*):

Please provide details of dates/times of temporary closure:

Grazing – Short Term (*ie. less than three months*)

Proposed duration:

Other Works (*not requiring a Development Permit for Operational Works*)

Please provide details:

Do any trees, shrubs or plant require removal to accommodate works?  Yes (*please attach details*)  No

## Supporting Documentation

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

- Full details of the proposed works or interference including plans (hand drawn or professionally drawn) and specifications detailing:
  - (a) Site plan to scale showing the proposed work, all public services and road furniture, the road edge or kerb and channel location of the relevant part of the road that is to be used for the undertaking of the prescribed activity;
  - (b) The proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity; and
  - (c) The type and location of any utility, service or infrastructure to be used in the undertaking of the prescribed activity.
- The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.
- A copy of each policy of insurance of the applicant which is applicable to the undertaking of the prescribed activity including, without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20 million.
- Details of proposed pipeline drain sizes for property stormwater connection.
- Details of any trees, shrubs or plant that requires removal to accommodate works.

## Declaration

### I, the Applicant, hereby certify that:

- I am the relevant person with authority to make this application and the details provided in this application are correct; and
- I understand that no works are to commence until an approval has been issued by Council for these works.

### I, the Applicant, will:

- If requested by Council, have a Traffic Management Plan and associated Traffic Guidance Scheme (TGS) prepared in accordance with the provisions of the Austroads Guide to Temporary Traffic Management (AGTTM) and Queensland Guide to Temporary Traffic Management (QGTMM) 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;
- Supply additional information as required; and
- Ensure that the work will be undertaken in accordance with the Road Reserve Works Permit/Licence.

In satisfaction of *Local Law No. 1 (Administration) 2011*, and in consideration of Council 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 by the Applicant (Authorised Person where Applicant is a company):

Name:

Position:

Signature:

Date:

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule for Civil Operations](#).

## 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.