

# Road Reserve Works Permit Application Form

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

## PART 1 – ALL APPLICATIONS

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?		

OFFICE USE ONLY	Receipt date:	Receipt number:	CSO:	Amount:
	Application number:	Date approved:		Approving officer name:

**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:

**Proposed Works**

Driveway/Vehicle Access:  Residential  Commercial

Property Stormwater Connection:  Residential  Commercial

Private Water Pipeline

Erection or Installation of a Temporary or Permanent Structure (e.g. fencing, barricading)  Temporary  Permanent

Type of Structure:

Dates and times:  
(If temporary)

Temporary Road Closure and/or  Partial  
 Temporary Footpath Closures  Full

Details:

Dates and times:

Grazing – Short Term (i.e. less than 3 months)

Duration:

Other Works – **Please complete Part 2**

All works associated with the Rockhampton Ring Road – **Please complete Part 2**

Do any trees, shrubs or plants require removal to accommodate works?  Yes (please attach details)  No  
(Please note if yes, further approvals for tree removal may be required through Council's Parks Department.)

**Supporting Documentation**

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

- Full details of the proposed works and/or interference to Council infrastructure 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;
  - (c) The type and location of any utility, service or infrastructure to be used in the undertaking of the prescribed activity;
  - (d) Details of the proposed tree, shrub or plant removal required to accommodate undertaking of the prescribe 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.
- For property stormwater connection, provide details of proposed pipeline drain sizes.

## 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:

- Submit to Council a Traffic Management Plan (TMP) 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 (QGTTM) 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 within 7 days upon request by Council. It is noted that works involving large-scale earthworks may be required to provide additional information relating to import volumes, material sources, proposed haulage routes and the maintenance, remediation and dilapidation assessment of local council roads impacted by haulage activities; 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.

### I, the Applicant, acknowledge that:

- In accordance with Local Law No. 1 (Administration) 2011, Council reserves the right to amend, suspend or cancel the approval, and
- Any proposed changes to the supporting documentation included with the original application (e.g. revision of IFC drawings and specifications) shall be submitted to Council allowing for a review and assessment period of up to 10 working days.

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.

**PART 2 – FOR COMPLETION IF ‘OTHER’ WORK (NOT REQUIRING DEVELOPMENT PERMIT FOR OPERATIONAL WORKS)**

<b>Works Details:</b>	
Extent of Works (Occupying length and width in Metres):	
Dates of Proposed Works:	
Time of Proposed Works (work start time / finishing time i.e. 6.30am-6.30pm):	
<b>Traffic Control</b>	
Where works affect pedestrian or road traffic, your temporary traffic management documentation (i.e. TMP, TGS, SWMS, Risk Assessment) are to be submitted with your application. The Traffic Guidance Scheme (TGS) must: <ul style="list-style-type: none"> <li>▪ Be signed by a competent person – Traffic Management Designer (TMD) and include evidence of relevant qualifications;</li> <li>▪ Include a drawing number;</li> <li>▪ Be in colour; and</li> <li>▪ Detail approved signs complying with current temporary traffic management guidelines/standards.</li> </ul>	
Traffic Control Provider:	
Contact Name:	Telephone:
Drawing Number:	Email:
<b>Additional Supporting Documentation and Information</b>	
In addition to the above supporting documentation, please include the following when submitting this form: <ul style="list-style-type: none"> <li><input type="checkbox"/> For other works, the following details (including but not limited to) shall be provided on the RPEQ certified ‘Issued for Construction’ drawings submitted with the application: <ul style="list-style-type: none"> <li>▪ The location and site area of the land to which the application relates (<i>relevant land</i>);</li> <li>▪ The north point;</li> <li>▪ The boundaries of the road reserve with adjacent land;</li> <li>▪ Existing and proposed contours;</li> <li>▪ Areas to be cut and filled;</li> <li>▪ Location of existing public utility infrastructure and any proposed changes to existing public utility infrastructure;</li> <li>▪ Centreline or construction line showing chainages, bearings, offsets if the construction line is not the centreline of the road, and all intersection points;</li> <li>▪ Information for each curve including tangent point chainages and offsets, curve radii, arc length, tangent length, superelevation (if applicable) and curve widening (if applicable);</li> <li>▪ Kerb lines including kerb radii (where not parallel to centreline) and tangent point changes (where not parallel to centreline);</li> <li>▪ Edge of pavement where kerb is not constructed;</li> <li>▪ Position and extent of channelisation;</li> <li>▪ Location and details of all traffic signs, guideposts, guardrail, street lighting and other street furniture;</li> <li>▪ Pavement markings including details on raised pavement markers;</li> <li>▪ Crossroad drainage culverts (if applicable);</li> <li>▪ Concrete footpaths and cycle paths;</li> <li>▪ Location and details for access points, ramps and invert crossings;</li> <li>▪ Changes in surfacing material;</li> <li>▪ Sectional detail of proposed pavement depths;</li> <li>▪ Drainage locations, diameters and class of pipe, open drains and easements;</li> <li>▪ Manhole location, chainage and offset or coordinates and inlet and outlet invert levels;</li> </ul> </li> </ul>	

- Inlet pit locations, chainage and offset or coordinates and invert and kerb levels;
- Sectional detail of proposed backfill of trenches;
- Proposed material specifications for materials included within the design; and
- Proposed construction methodology (CMDG, MRTS or, if other, please specify methodology).

**Please note that failure to submit to Council any amendment/revision to the approved 'Issued for Construction' drawings may result in compliance action being undertaken in accordance with Local Law No. 1 (Administration) 2011.**

- For other works, a detailed Project Plan and organisation hierarchy shall be submitted with the application nominating critical project information (including but not limited to):
  - Roles and responsibilities (e.g. nominated PCBU, project administrator and third-party RPEQ certification);
  - Scope of works for all work within Council road corridor;
  - Detailed cost estimate for all works within Council road corridor;
  - Delivery strategy and timeframes for all works within Council road corridor including sequencing of milestones and key impacts to local road users.
- For other works, any Contractor undertaking work within Council road corridor shall submit with the application:
  - Current ISO 9001 Certification; and
  - A Quality Management System covering the works.
- For other works, the relevant TMP, TGS, SWMS or Risk Assessment documentation shall be submitted with the application. Weekly updates in email format shall be provided to the nominated Road Corridor Management contact throughout the construction period summarising:
  - Weekly scope of works involving Council assets, road corridor or interfacing elements;
  - Any updates to the TMP, TGS, SWMS or Risk Assessment; and
  - Any public complaints or interactions associated with works on Council's road corridor.

### Documentation and Certification Upon Completion

The following documentation and certification shall be submitted to Council prior to completion and handover of any works involving Council assets or road corridor:

- Third Party RPEQ Certified As Constructed Drawings; and
- As Constructed Survey.