

Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads Approval Application Form



Privacy Notice: Rockhampton Regional 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. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*. Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed when applying for approval to undertake a non-commercial regulated activity on a Council controlled area or road. Please refer to the factsheet for further information.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details <small>(applicant name must be the same as shown on the public liability insurance)</small>				
Applicant name: <small>(if partnership or company)</small>			ABN:	
Applicant name: <small>(if individual)</small>				
First	Middle	Last		
Trading name:				
Postal address:				
Person responsible for the activity:				
Contact number/s:			Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)				
<small>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</small>				
Company Details				
Registered office address: <small>(if partnership or company)</small>				
Street number and name		City	State	Postcode
Company director/s name:				
Manager/s name:				
Manager/s contact number:			Email:	
Activity Details				
Type of activity: <input type="checkbox"/> Driving or leading of animals to cross a road <input type="checkbox"/> Depositing of goods or materials				
<input type="checkbox"/> Holding of a public place activity				
Date/s and time/s of activity:				
Location of activity:				
Number and type of animals <small>(if driving or leading animals to cross a road)</small> :				
Describe the activity and its purpose <small>(if depositing of goods or materials, or holding of a public place activity)</small> :				

OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Application number:

Details of goods or materials <i>(including quantities)</i> :	
Method of waste disposal:	
Details of signage and how it will be secured whilst displayed:	
Public Liability Insurance <i>(please note a copy of your public liability insurance and indemnity statement must be provided)</i>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Is Rockhampton Regional Council noted as an interested party? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supporting Documentation	
Please remember to provide the following supporting documentation when submitting this form: All applications:	
<input type="checkbox"/> Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million dollars and noting Rockhampton Regional Council as an interested party – ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or company name.	
<input type="checkbox"/> A copy of the approval provided by the Queensland Police Service allowing for the partial road closure <i>(if applicable)</i> .	
Driving or leading animals to cross a road	
<input type="checkbox"/> A map showing the roads/streets on which the driving or leading of animals will take place.	
Depositing of goods or materials	
<input type="checkbox"/> Site plan to scale 1:100 showing the proposed location for the placement of the goods or materials showing the layout of the activity including the boundaries of the site and the locations of any buildings, roads or structures. Structures include fire hydrants, power poles, road signage, telephone boxes etc.	
Holding of a public place activity	
<input type="checkbox"/> Site plan to scale 1:100 showing the proposed location for the activity showing the layout of the activity including the boundaries of the site and the locations of any buildings, roads or structures. Structures include fire hydrants, power poles, road signage, telephone boxes etc.	
Declaration	
I submit this Non-Commercial Regulated Activities on Local Government Controlled Areas and Roads Approval Application Form with the relevant fee and supporting documentation as required.	
Applicant name:	Signature: Date:
Signatory name: <i>(if partnership or company)</i>	Signatory position: <i>(if partnership or company)</i>
Fees and Charges	
For a full list of fees and charges please refer to Council's Fees and Charges Schedule .	
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.	