COMMERCIAL ROAD WORK PERMIT APPLICATION
Subordinate Local Law 1.15 Carrying Out Works on a Road or Interfering with a Road or its Operation 2011
Subordinate Local Law 1.1 Alteration or improvement to local government controlled areas and roads 2011

Purpose
This application is for a road work permit for commercial purposes. An online application is also available.

Type of works
Select all that apply

- Commercial driveway
  - New driveway
  - Repair/replace existing driveway
  - Additional driveway
    Generally, only one driveway is permitted. All requests for an additional driveway are assessed individually and permission is at the discretion of Council.

- Hoarding, scaffold and gantries
  - Hoarding - Please refer to Application Requirements (page 3) for additional documentation required
  - Scaffold/Gantry - Please refer to Application Requirements (page 3) for additional documentation required

Note: If your works require the use of regulated parking bays, you may also need to apply for a works zone parking permit. A Council Officer will contact you about works zone requirements if this is the case.

Other
- Footpath
- Landscaping

Works description (optional)

Description of land

Street address
Suburb State Post code
Lot on plan description

Applicant details

Corporation/ incorporated association

Legal entity name
Trading name
Contact name
Contact phone number
Email address
Postal address
Suburb State Post code

Individual

Full name
Contact phone number
Email address
Postal address
Suburb State Post code
# Commercial Road Work Permit Application

**Subordinate Local Law 1.15 Carrying Out Works on a Road or Interfering with a Road or its Operation 2011**

**Subordinate Local Law 1.1 Alteration or improvement to local government controlled areas and roads 2011**

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## Owner's Details

**Owner of property affected**

- Same as applicant. If not, please provide details below.

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Postal address</td>
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<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Post code</th>
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</table>

## Contractor's Details

**If known**

<table>
<thead>
<tr>
<th>Company name</th>
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<tr>
<td>Contact name</td>
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<tr>
<td>Contact phone number</td>
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## Trees

**If relevant**

- Tree/shrub inspection or removal requested

If a tree or shrub will interfere with the planned works (less than 2.5 m clearance), a Council Officer will assess the plant and decide on what action is permissible.

**Note:** The removal of trees/shrubs from the road reserve is NOT permitted without prior consent from Council.

## Attachments

A site plan/drawing MUST be attached to this application. It must clearly show and identify:

- property boundaries
- kerb and channel line
- planned location of the works
- any landscaping (trees, bushes, etc.)
- power poles, maintenance pits, and/or storm water drainage pits (in the kerb)
- any footpath (formed concrete path)
- signed parking bays and/or bus bays.

Page 4 of this form lists other documents that may be required, depending on the works.

## Applicant Declaration

I declare that all the information provided in this form is true and correct, and that the property owner is aware of this application. I give permission for the Planning Services Team to liaise with the nominated contractor regarding the works. I agree to adhere to any conditions that Council place on the permit.

**Signature**

**Date**

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## Payment

**Payment must be made prior to assessment being undertaken**

- In person: Customer Service Centres are located at:
  - 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)).
  - CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central – card payments only.

- Cheque
- In person
- Post

- **Credit card by phone:** (Provide phone number to call)
  (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)

- **Credit card by phone:** I will contact Council on (07) 4417 5325 with my credit card details.
  (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)

- **Email me TCC banking details** so payment can be made via direct deposit into TCC bank account.
  
  **Email address**

- **Charge to my account** with Townsville City Council:
  
  **Account name**
  **Account number**

  **Customer reference (optional)**
**Privacy collection notice**

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with *Local Law No. 1 (Administration) 2011*, *Subordinate Local Laws 1.1 Alteration or improvement to local government controlled areas and roads 2011* and *No. 1.15 (Carrying out works on a road or interfering with a road or its operation) 2011*. The information will be used to process this application for a roadwork permit and inform any potential compliance actions in relation to this activity. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

**Submit the form**

<table>
<thead>
<tr>
<th>In person:</th>
<th>Customer Service Centres are located at:</th>
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<tr>
<td></td>
<td>» 103 Walker Street, Townsville</td>
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<td></td>
<td>» Thuringowa Library, 86 Thuringowa Drive, Kirwan</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:developmentassessment@townsville.qld.gov.au">developmentassessment@townsville.qld.gov.au</a></td>
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<tr>
<td>Post:</td>
<td>Townsville City Council, PO Box 1268, Townsville QLD 4810</td>
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<table>
<thead>
<tr>
<th>Application requirement</th>
<th>Commercial driveway</th>
<th>Works zone</th>
<th>Scaffold/Gantry</th>
<th>Hoarding</th>
<th>Tick if required</th>
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<tbody>
<tr>
<td>A site plan/drawing showing the location of the proposed works in relation to the</td>
<td>✓</td>
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<td>allotment frontage with all services, structures and trees</td>
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<td>within the road reserve clearly shown and identified must be attached to this</td>
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<td>application.</td>
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<td>Pre-application meeting with council asset inspector</td>
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<td>Additional fees for use of regulated parking bays as part of works</td>
<td>✓</td>
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<td>A copy of the applicant's certificate of currency</td>
<td>If requested</td>
<td>If requested</td>
<td>✓</td>
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<tr>
<td>A traffic guidance plan compliant with Part 3 of the Manual of Uniform Traffic Control</td>
<td>If the footpath will</td>
<td>✓</td>
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<td>Devices/ AS1742</td>
<td>blocked to pedestrians at any stage.</td>
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<td>A road corridor permit from the Department of Transport and Main Roads</td>
<td>If the works will be</td>
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<td>within 150m of a state-controlled road, or if the works will affect traffic associated</td>
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<td>with a state-controlled road.</td>
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<td>A Police permit (will need letter of no objection from council to get this permit).</td>
<td>If full or partial road closure will be required at any time, of if traffic flow will be impeded.</td>
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<td>Pavement deterioration report/photos</td>
<td>If damage is identified by the applicant before commencement of works.</td>
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<td>Engineer's certification of structure stability (once structure complete)</td>
<td>Within 24 hours of structure completion.</td>
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For more information please refer to Requirements for works zones, gantries, scaffolding and hoarding on Council’s website.