

# 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



<b>Purpose</b>	This application is for a road work permit for commercial purposes. Allow 10 days for Council to assess your application.
<b>Type of works</b> Select all that apply	<p>Commercial driveway</p> <p><input type="checkbox"/> New driveway</p> <p><input type="checkbox"/> Repair/replace existing driveway</p> <p><input type="checkbox"/> 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.</p> <p>Hoarding, scaffold and gantries</p> <p><input type="checkbox"/> Hoarding - Please refer to Application Requirements (page 4) for additional documentation required</p> <p><input type="checkbox"/> Scaffold/Gantry - Please refer to Application Requirements (page 4) for additional documentation required</p> <p><b>Note:</b> 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.</p> <p>Other</p> <p><input type="checkbox"/> Footpath</p> <p><input type="checkbox"/> Landscaping</p> <p>Works description (optional) _____</p>
<b>Works schedule</b>	<p>List the expected dates and times (if relevant) that the permit will be required for (permits may be issued for up to 12 months). The start date must be at least 10 days after the lodgement date of this application, to allow for assessment of the road work permit application.</p> <p>From date _____ End date _____</p> <p>Comment _____</p>
<b>Description of land</b>	<p>Street address _____</p> <p>Lot on plan not required if street number given.</p> <p>Suburb _____ State _____ Post code _____</p> <p>Lot on plan description _____</p>
<b>Applicant details</b> Complete corporation or individual as applicable	<p><b>Corporation/ incorporated association</b></p> <p>Business name _____</p> <p>Contact name _____</p> <p>Contact phone number _____</p> <p>Email address _____</p> <p>Postal address _____</p> <p>Suburb _____ State _____ Post code _____</p>

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<b>Applicant details continued</b>	<b>Individual</b> Full name _____ Contact phone number _____ Email address _____ Postal address _____ Suburb _____ State _____ Post code _____																								
<b>Owner's details</b> Owner of property affected	<input type="checkbox"/> Same as applicant. If not, please provide details below. Name _____ Postal address _____ Suburb _____ State _____ Post code _____																								
<b>Contractor's details</b> If known	Company name _____ Contact name _____ Contact phone number _____ Postal address _____ Suburb _____ State _____ Post code _____																								
<b>Trees</b> If relevant	<input type="checkbox"/> 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. <b>Note:</b> The removal of trees/shrubs from the road reserve is NOT permitted without prior consent from Council.																								
<b>Attachments</b>	A site plan/drawing <b>MUST</b> be attached to this application. It must clearly show and identify: <table border="0"><thead><tr><th></th><th>Shown</th><th>Not applicable</th></tr></thead><tbody><tr><td>Property boundaries</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Kerb and channel line</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Planned location of the works</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Any landscaping (trees, bushes, etc.)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Power poles, maintenance pits, and/or storm water drainage pits (in the kerb)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Any footpath (formed concrete path)</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Signed parking bays and/or bus bays.</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <b>Other attachments</b> Page 4 of this form lists other documents that may be required, depending on the works.		Shown	Not applicable	Property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	Kerb and channel line	<input type="checkbox"/>	<input type="checkbox"/>	Planned location of the works	<input type="checkbox"/>	<input type="checkbox"/>	Any landscaping (trees, bushes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	Power poles, maintenance pits, and/or storm water drainage pits (in the kerb)	<input type="checkbox"/>	<input type="checkbox"/>	Any footpath (formed concrete path)	<input type="checkbox"/>	<input type="checkbox"/>	Signed parking bays and/or bus bays.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Applicant declaration</b>	<p>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.</p> <p>Signature _____ Date _____</p>
<b>Payment</b> Payment must be made prior to assessment being undertaken	<p><input type="checkbox"/> <b>In person:</b> Customer Service Centres are located at:</p> <ul style="list-style-type: none"><li>» 103 Walker Street, Townsville City (Cash, cheque, EFTPOS and/or credit card (Mastercard or Visa)).</li><li>» CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central – card payments only.</li></ul> <p><input type="checkbox"/> <b>Cheque</b>      <input type="checkbox"/> In person      <input type="checkbox"/> Post</p> <p><input type="checkbox"/> <b>Credit card by phone:</b> (Provide phone number to call) _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)</p> <p><input type="checkbox"/> <b>Credit card by phone:</b> 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.)</p> <p><input type="checkbox"/> <b>Email me TCC banking details</b> so payment can be made via direct deposit into TCC bank account. Email address _____</p> <p><input type="checkbox"/> <b>Charge to my account</b> with Townsville City Council: Account name _____ Account number _____ Customer reference (optional) _____</p>
<b>Privacy collection notice</b>	<p>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 <i>Information Privacy Act 2009</i> (Qld). We are collecting your personal information in accordance with <i>Local Law No. 1 (Administration) 2011</i>, <i>Subordinate Local Laws 1.1 Alteration or improvement to local government controlled areas and roads 2011</i> and <i>No. 1.15 (Carrying out works on a road or interfering with a road or its operation) 2011</i>. 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.</p>
<b>Submit the form</b>	<p><b>In person:</b> Customer Service Centres are located at:</p> <ul style="list-style-type: none"><li>» 103 Walker Street, Townsville</li><li>» Thuringowa Library, 86 Thuringowa Drive, Kirwan</li></ul> <p><b>Email:</b> developmentassessment@townsville.qld.gov.au</p> <p><b>Post:</b> Townsville City Council, PO Box 1268, Townsville QLD 4810</p>

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Application requirement	Commercial driveway	Works zone	Scaffold/Gantry	Hoarding	Tick if required
A site plan/drawing showing the location of the proposed works in relation to the allotment frontage with all services, structures and trees within the road reserve clearly shown and identified must be attached to this application.	✓	✓	✓	✓	✓
Pre-application meeting with council asset inspector		✓	✓	If required	
Additional fees for use of regulated parking bays as part of works		✓			
A copy of the applicant's certificate of currency	If requested	If requested	✓	If requested	
A traffic guidance plan compliant with Part 3 of the Manual of Uniform Traffic Control Devices/ AS1742	If the footpath will be blocked to pedestrians at any stage.	✓	If the footpath will be blocked to pedestrians at any stage.	If the footpath will be blocked to pedestrians at any stage.	
A road corridor permit from the Department of Transport and Main Roads	If the works will be within 150m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	If the works will be within 150m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	If the works will be within 150m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	If the works will be within 150 m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	
A Police permit (will need letter of no objection from council to get this permit).	If full or partial road closure will be required at any time, of if traffic flow will be impeded.	If full or partial road closure will be required at any time, of if traffic flow will be impeded.	If full or partial road closure will be required at any time, of if traffic flow will be impeded.	If full or partial road closure will be required at any time, of if traffic flow will be impeded.	
Pavement deterioration report/photos	If damage is identified by the applicant before commencement of works	If damage is identified by the applicant before commencement of works.	If damage is identified by the applicant before commencement of works.	If damage is identified by the applicant before commencement of works.	
Engineer's certification of structure stability (once structure complete)			Within 24 hours of structure completion.	If required, within 24 hours of structure completion	

For more information please refer to [Requirements for works zones, gantries, scaffolding and hoarding](#) on Council's website.