

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	<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, gantries, works zones</p> <p><input type="checkbox"/> Hoarding Please refer to Application Requirements (page 3) for additional documentation required</p> <p><input type="checkbox"/> Works zone Please refer to Application Requirements (page 3) for additional documentation required - additional application form may be provided at pre-application meeting</p> <p><input type="checkbox"/> Scaffold/Gantry Please refer to Application Requirements (page 3) for additional documentation required</p> <p>Other</p> <p><input type="checkbox"/> Footpath</p> <p><input type="checkbox"/> Landscaping</p> <p>Works description (optional) _____</p>
Requirements	<p>A site plan/drawing MUST be attached to this application. It must clearly show and identify:</p> <ul style="list-style-type: none"> » 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. <p>Page 3 of this form lists other documents that may be required, depending on the works.</p>
Proposed works address	<p>Street address (number and street) _____</p> <p>Suburb _____</p> <p>Lot and plan numbers _____</p> <p>Lot and plan number not required if street number given _____</p>
Applicant details	<p>Name _____</p> <p>Postal address _____</p> <p>Suburb _____ Post code _____</p> <p>Phone number _____</p> <p>Email _____</p>
Owner's details Owner of property affected.	<p><input type="checkbox"/> Same as applicant. If not, please provide details below.</p> <p>Name: _____</p> <p>Postal address: _____</p>

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Contractor's details If known	Name: _____ Postal address: _____ Phone number: _____			
Trees If relevant	<input type="checkbox"/> Trees/shrubs removal or pruning requested If a tree or shrub will interfere with the planned works (i.e. there is a tree within 2.5m of the proposed works or interfering tree branches that are more than 2.5cm in diameter), a council arborist 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.			
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 <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 Law 1.1 Alteration or improvement to local government controlled areas and roads 2011</i> and <i>Subordinate Local Law 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.			
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. Signed: _____ Date: _____			
Payment Payment must be made prior to assessment being undertaken	<input type="checkbox"/> Customer Service Centre (103 Walker Street, Townsville, or Thuringowa library) <input type="checkbox"/> Phone me for my credit card details. Phone: _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.) <input type="checkbox"/> Charge to my account with Townsville City Council Account name: _____ Account number: _____ Customer reference (optional) _____			
Submit the form	In person Customer Service Centres » 103 Walker Street, Townsville » Thuringowa Library, 86 Thuringowa Drive, Kirwan Postal Coordinator Assets and Hydraulics Unit, PO Box 1268, Townsville QLD 4810 Email developmentassessment@townsville.qld.gov.au Note: An online application for a road work permit is available on council's website.			
Office use only	Date	Permit number	Receipt number	Amount

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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 150m 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 further information please refer to [Requirements for works zones, gantries, scaffolding and hoarding](#) on council's website.