

SELF-ASSESSABLE ROAD WORK PERMITS

Subordinate Local Law 1.15 (Carrying out works on a road or interfering with a road or its operation) 2011

WHAT IS THE SELF-ASSESSABLE ROAD WORK PERMIT?

Townsville City Council has introduced a new way of applying for a road work permit for certain types of residential driveways.

The fee for the self-assessable road work permit is a reduced amount in relation to the standard road work permit.

There will be no inspections required for the self-assessable road work permits.

The application is [online](#) only.

An audit process will review a proportion of the self-assessable road works to ensure compliance with the conditions.

WHAT TYPES OF APPLICATIONS ARE ELIGIBLE?

The self-assessable road work permit application must meet ALL of the following criteria:

- a) be a residential driveway for a single dwelling
- b) be in a greenfield urban area (new estate)
- c) meet the criteria on the relevant Council standard drawings (e.g. widths, gradients) SD-030 SD0-32 and Townsville City Plan planning scheme policy SC6.4 Development Manual requirements
- d) meet all the required clearances to trees and utilities
- e) be clear of parking bays, bus stops, easements
- f) not require additional permits such as DTMR Road Corridor Permit, or a traffic management plan
- g) be the only driveway for the site
- h) be constructed in the street address (if corner block)
- i) require no modifications to kerb and channel.

WHAT TYPE OF APPLICATION IS NOT ELIGIBLE?

If your driveway is one or more of the following, it is not self-assessable:

- a) commercial/industrial or rural driveway
- b) does not meet the requirements in Council's standard drawings and development manual
- c) located in a brownfield site (established area)
- d) additional driveway
- e) requires modification to kerb and channel
- f) clashes with services, e.g. telecommunication pits, water or sewer infrastructure, or street trees.

SITE PLANS

A site plan must be uploaded with the application to show:

- a) the allotment
- b) kerb and channel line
- c) planned driveway location
- d) landscaping/street trees
- e) services, e.g. electrical and telecommunication pits/poles, water and sewer maintenance access
- f) footpaths
- g) signed parking bays, bus bays, etc.

The site plan must be dimensioned and be to scale.

OTHER DOCUMENTATION

Two photographs of the proposed location of the driveway must also be included with the application.

- » photo one should be taken from directly opposite the proposed driveway location
- » photo two should be taken along the footpath towards the proposed driveway location, and include the kerb and channel.

These photos should show the property boundary and the surrounding area.

Other documents can also be attached as relevant, e.g. photograph of any existing kerb and channel damage or other supporting documentation.

OTHER WAYS TO APPLY FOR A ROAD WORK PERMIT

Where the self-assessable process is not applicable, you will need to apply using a different application form. Links to both online forms and printable forms are on Council's public website on the Payments, Rates and Permits/Forms and Permits page.