

RESIDENTIAL ROAD WORK PERMIT APPLICATION

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



Purpose	This application is for a road work permit for residential purposes (e.g. to construct a driveway). Please submit the form at least 5 business days before the permit is required. For more information about road work permits, contact the Assets and Hydraulics Unit on (07) 4727 9275.
Type of works	<input type="checkbox"/> New driveway <input type="checkbox"/> Repair/replace driveway <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. <input type="checkbox"/> Roof water outlet (storm water discharge)
Description of land	Street address _____ Lot on plan not required if street number given Suburb _____ State _____ Post code _____ Lot on plan description _____
Applicant details Complete corporation or individual as applicable	Corporation/ incorporated association Business 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 _____
Owner's details Owner of property affected.	<input type="checkbox"/> Same as applicant. If not, please provide details below. Name _____ Postal address _____ Suburb _____ State _____ Post code _____

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Contractor's details If known	Company name _____ Contact name _____ Contact phone number _____ Postal address _____ Suburb _____ State _____ Post code _____																								
Trees 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. 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: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;">Shown</th> <th style="text-align: center;">Not applicable</th> </tr> </thead> <tbody> <tr> <td>Property boundaries</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Kerb and channel line</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Planned location of the works</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any landscaping (trees, bushes, etc.)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Power poles, maintenance pits, and/or storm water drainage pits (in the kerb)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Any footpath (formed concrete path)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Signed parking bays and/or bus bays.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		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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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 and Development Section 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 options Payment must be made prior to assessment being undertaken	<p><input type="checkbox"/> In person: Customer Service Centres are located at:</p> <ul style="list-style-type: none">» 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. <p><input type="checkbox"/> Cheque <input type="checkbox"/> In person <input type="checkbox"/> Post</p> <p><input type="checkbox"/> Credit card by phone: (Provide phone number to call) _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> Email me TCC banking details so payment can be made via direct deposit into TCC bank account. Email address _____</p> <p><input type="checkbox"/> Charge to my account with Townsville City Council: Account name _____ Account number _____ Customer reference (optional) _____</p>
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 2011</i> , and <i>Subordinate Local Law No. 1.15 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.
Submit the form	<p>In person: Customer Service Centres</p> <ul style="list-style-type: none">» 103 Walker Street, Townsville» Thuringowa Library, 86 Thuringowa Drive, Kirwan <p>Email: developmentassessment@townsville.qld.gov.au</p> <p>Post: Townsville City Council, PO Box 1268, Townsville QLD 4810</p> <p>Online: An online application for a road work permit is available on Council’s website.</p>