

# RESIDENTIAL ROAD WORK PERMIT APPLICATION

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



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| <b>Purpose</b>  | This application is for a road work permit for residential purposes (e.g. to construct a driveway).  |
| <b>Type of works</b>                                  | <input type="checkbox"/> New driveway<br><input type="checkbox"/> Repair/replace driveway<br><input type="checkbox"/> Additional driveway<br>Generally, only one driveway is permitted. All requests for an additional driveway are assessed individually and permission is at the discretion of Council.<br><input type="checkbox"/> Roof water outlet (storm water discharge)              |
| <b>Requirements</b>                                   | A site plan/drawing must be attached to this application. It must clearly show and identify:<br>» the location of the proposed works (including measurements) relative to the allotment frontage<br>» all services (e.g. storm water drain, telecommunications post, electricity pole, maintenance holes), structures and trees within the road reserve, relative to the allotment frontage. |
| <b>Trees</b><br>If relevant                           | <input type="checkbox"/> Tree/shrub inspection or removal requested<br>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.<br><b>Note:</b> The removal of trees/shrubs from the road reserve is NOT permitted without prior consent from Council.                        |
| <b>Proposed works address</b>                         | Street address (number and street) _____<br>Suburb _____<br>Lot and plan numbers _____<br>Lot and plan number not required if street number given.   |
| <b>Applicant details</b>                              | Name _____<br>Postal address _____<br>Suburb _____ State _____ Post code _____<br>Contact phone number _____<br>Email _____  |
| <b>Owner's details</b><br>Owner of property affected. | <input type="checkbox"/> Same as applicant. If not, please provide details below.<br>Name _____<br>Postal address _____<br>Suburb _____ State _____ Post code _____  |
| <b>Contractor's details</b><br>If known               | Name _____<br>Postal address _____<br>Suburb _____ State _____ Post code _____<br>Contact phone number _____   |



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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 options</b><br>Payment must be made prior to assessment being undertaken | <p><input type="checkbox"/> <b>In person</b> (103 Walker Street, Townsville, or Thuringowa library)</p> <p><input type="checkbox"/> <b>Credit card by phone</b> - Phone (07) 4727 9275 to pay the application fee<br/>(Visa or MasterCard payments are subject to a 0.5% payment processing fee)</p> <p><input type="checkbox"/> <b>Charge to my account</b> with Townsville City Council</p> <p>Account name _____ Account number _____</p> <p>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>, 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.</p> |
| <b>Submit the form</b>  | <p><b>In person:</b> Customer Service Centres</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> <a href="mailto:developmentassessment@townsville.qld.gov.au">developmentassessment@townsville.qld.gov.au</a></p> <p><b>Post:</b> Coordinator Assets and Hydraulics Unit, PO Box 1268, Townsville QLD 4810</p> <p><b>Online:</b> An online application for a road work permit is available on Council's website.</p> <p>For more information about road work permits, contact Townsville City Council, Assets and Hydraulics Unit on (07) 4727 9275.</p>  |