

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).
Type of works Tick which applies	<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)
Requirements	A site plan/drawing must be attached to this application. It must clearly show and identify: <ul style="list-style-type: none">the location of the proposed works (including measurements) relative to the allotment frontageall services (e.g. storm water drain, telecommunications post, electricity pole, maintenance holes), structures and trees within the road reserve, relative to the allotment frontage.
Trees If relevant	<input type="checkbox"/> Trees/shrubs removal or pruning (>2.5cm diameter branches) requested If a tree or shrub will interfere with the planned works, 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.
Proposed works address	Street address (number and street): _____ Suburb: _____ Lot and plan numbers: _____ Lot and plan number not required if street number given
Applicant details	Name: _____ Postal address: _____ Phone number: _____ Email: _____
Owner's details Owner of property affected.	<input type="checkbox"/> Same as applicant. If not, please provide details below. Name: _____ Postal address: _____
Contractor's details If known	Name: _____ Postal address: _____ Phone number: _____
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: _____



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Payment options 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) _____			
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> , 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.			
Submit the form	In person:	Customer Service Centres <ul style="list-style-type: none">• 103 Walker Street, Townsville• Thuringowa Library, 86 Thuringowa Drive, Kirwan		
	Post:	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.		
More information	For more information about road work permits, contact Townsville City Council, Assets and Hydraulics Unit on (07) 4727 9275.			
Office use only	Date	Permit number	Receipt number	Amount