

# **Requirements for works zones, gantries, scaffolding and hoarding**

*Planning Section*

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# 1 Introduction

## 1.1 Road works permit

Applicants who wish to temporarily utilise the road reserve as part of their development/building/maintenance works will need to submit a completed *Application for a Road Work Permit* form. If specified on the application, and subsequently approved, the road works permit may also allow the creation of a works zone, or the use of hoarding, scaffolds, or gantries. The conditions and guidelines specific to works zones, hoarding, scaffolds and gantries are described in these guidelines.

[Subordinate Local Law 1.15 \(Carrying out works on a road or interfering with a road or its operation\) 2011](#) provides the legislative framework.

## 1.2 Standards and codes

The following standards and publications (not an exhaustive list) set out necessary safety precautions and requirements:

- *AS 1742 Manual of uniform traffic control devices*
- *AS 1743-2001 Road signs – specifications*
- *AS/NZS 3845 Road safety barrier systems and devices*
- [Manual of Uniform Traffic Control Devices, Part 3: Works on roads – Queensland Department of Transport and Main Roads \(MUTCD3\)](#)
- SC6.4.6.30 Control of traffic, Development manual planning scheme policy, [Townsville City Plan 2014](#)
- [Scaffolding Code of Practice](#), Workplace Health and Safety Queensland
- [Traffic management for construction or maintenance works code of practice 2008](#), Workplace Health and Safety Queensland
- [Work Health and Safety Regulation 2011](#) (Qld)

## 2 General requirements

This section sets out the basic criteria that all works incorporating works zones, scaffold/gantries and hoarding need to address.

Additional criteria specific to works zones is in Section 3, to scaffold/gantries in Section 4, and to hoarding in Section 5.

### 2.1 Application requirements

The [Application for a Road Works Permit](#) must be submitted at least 10 business days (not including weekends or public holidays) prior to commencing the works, so that sufficient time is allowed for the assessment.

Applications can be submitted:

- Using the [online application form](#)
- Using the PDF form:
  - electronically via the Townsville Online Lodgement System (TOLS)
  - by email via [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)
  - in person at the Customer Service Centre, 103 Walker Street
  - by post, PO Box 1268, Townsville, QLD 4812.

The information required as part of the application is listed in the table below.

<b>Application requirement</b>	<b>Works zone</b>	<b>Scaffold/gantry</b>	<b>Hoarding</b>
Pre-application meeting with council asset inspector	✓	✓	If required.
A traffic guidance plan compliant with Part 3 of the <i>Manual of Uniform Traffic Control Devices</i>	✓	If the footpath will be blocked to pedestrians at any stage.	If the footpath will be blocked to pedestrians at any stage.
Letter of no objection (LONO) from council (required when there will be change of traffic conditions on road or footpath)	✓	✓	✓
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, or if traffic flow will be impeded.	If full or partial road closure will be required at any time, or if traffic flow will be impeded.	If full or partial road closure will be required at any time, or if traffic flow will be impeded.
A copy of the applicant's certificate of currency (insurance and indemnity for \$20 million)	If requested.	✓	If requested.
A road corridor permit from the Department of Transport and Main Roads	If the works will be within 150 m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	If the works will be within 150 m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.	If the works will be within 150 m of a state-controlled road, or if the works will affect traffic associated with a state-controlled road.
A completed <i>Application for a road work permit</i> form, including a site plan	✓	✓	✓
The road work permit application fee	✓	✓	✓
Additional fees for use of regulated parking bays as part of works	✓		
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.
Engineer's certification of structure stability (once structure complete)		Within 24 hours of structure completion.	If required, within 24 hours of structure completion.

## 2.2 Insurance

The applicant must indemnify council against any claims whatsoever including all costs and expenses arising from the works. A higher level of indemnification is required for higher risk works. The applicant must provide a certificate of currency with the *Application for a road work permit* for a minimum of \$20 million.

## 2.3 Term of the approval

If approved by council, the term of approval (which may be up to a maximum term of 12 months) will be as noted on the *Application for a road work permit*. Any extension to this term must be approved by council.

## 2.4 Other services and equipment

The applicant is responsible for determining the location of all services and equipment of other authorities in the described area, and taking steps to protect any such equipment and services that are identified. If any damage is caused by the applicant's works, the applicant must report this to the relevant service provider and council immediately, and take responsibility for the cost of repairs.

## 2.5 Pedestrian access

Safe pedestrian access must be provided past the works area at all times. If the footpath is closed, then alternative arrangements are required, with an appropriate traffic management system in place that complies with MUTCD3. The walkway/footpath must be reopened as soon as possible.

The alternative pedestrian footpath (including ramps) will preferably be a minimum of 1.8 m wide. The minimum acceptable width is 1.5 m.

## 2.6 Traffic management

Traffic control related to the development works must be compliant with MUTCD3, Townsville City Plan Policy SC6.4.6.30 Control of traffic and the drawings (drafted by a qualified/certified person or traffic control company) attached to the *Application for a road work permit*.

The applicant/contractor retains ultimate responsibility for traffic control and management and is responsible for ensuring that the guidance system is adequately designed, installed correctly and regularly reviewed on site. A traffic guidance scheme (TGS) must be submitted in support of a letter of no objection.

The extent of work includes the provision of qualified traffic controllers, signposting, road markings, raised pavement markers, lights, barriers and any other items required.

Obstruction and inconvenience to the public is to be kept to a minimum.

## 2.7 Letter of no objection (LONO)

A letter of no objection (LONO) from council will be required when there will be change of traffic conditions on the road or footpath, e.g. traffic speed will change. Section 7 contains contact details for where to make the request for the LONO. You will need a TGS as part of the process of getting the LONO.

## 2.8 Associated non-council permits

### 2.8.1 Temporary road closure (police permit)

If the works will cause a road to be partially closed (using traffic controllers) or fully closed, or if traffic flow will be impeded (and if warranted), a police permit for road closure must be acquired and attached to the application. Prior to applying for a police permit, a letter of no objection from council must be obtained (refer to 2.7).

### 2.8.2 Road corridor permit

If the works are within 150 m of a state-controlled road, or if the works affect traffic associated with a state-controlled road, a road corridor permit may be required. Contact the Department of Transport and Main Roads for more information. Maps showing state-controlled roads, and the application form can be found on the Department of Transport and Main Roads' website. If this permit is required, attach it to the *Application for a Road Work Permit* form.

## 2.9 Repair of damage

The applicant is responsible for all costs associated with repairs and reinstatement works following completion of the works, including the repair of any damage to the road/kerb and channel/footpath signs/furniture or council services. The applicant must carry out all repairs to the satisfaction of council. The applicant is advised to provide a pavement deterioration report/ photos if damage is identified before commencement of the work. This is to be attached to the *Application for a Road Works Permit*.

# 3 Works zone requirements

The [Works Zone Parking Permit Policy](#) allows a works zone to be created that impacts regulated parking bays (e.g. metered or timed parking bays).

## 3.1 Application requirements

### 3.1.1 Pre-application advice

The applicant is to contact the Assets and Hydraulics Unit to book a pre-application meeting, before lodging the *Application for a Road Work Permit* form. On-site preliminary advice will be given to address council requirements for the proposed works zone.

A summary checklist, which is used at the on-site pre-application meeting, is attached to these guidelines. This may be useful to review prior to booking a pre-application meeting.

### 3.1.2 *Scaffold/gantry in the works zone*

If a scaffold/gantry is to be erected in the works zone, a separate *Application for a road works permit* is required, and all conditions that apply to the scaffold/gantry application (see Section 4) must also be addressed.

## 3.2 **Conditions applicable for works zones permit**

These conditions are in additions to those listed in Section 2 above.

### 3.2.1 *Fees*

The road work permit application fee and a parking fee for the regulated car parks taken over by the works zone (as per the [Planning Services Schedule of Fees and Charges](#)) must be paid in full before the works zone is installed.

### 3.2.2 *Minimum duration and size*

The works zone must be for works exceeding two weeks. Refer to *Section 6 Short term use of parking bays* if the area is required for less than two weeks.

A works zone must be at least two parking bays in length, or the full frontage of the property where the works are being carried out if the frontage is less than two parking bays in length.

### 3.2.3 *Changes to the works zone*

Council reserves the right to modify the works zone at any time and for any reason. If changed, the parking fee will be reviewed.

### 3.2.4 *Signage*

The permit-holder must remove and replace existing regulatory signs and is responsible for the supply/erection/removal of compliant temporary works zone signs.

The permit-holder is responsible for altering and reinstating pavement markings associated with the signage changes, if required.

All signage must comply with the relevant standards.

### 3.2.5 *Other parking zones*

If a loading zone, bus zone, taxi zone or disabled parking bay is in the proposed works zone area, it may be approved as a works zone subject to council assessment, provided that an alternative is made available close to the requested area. The loading zone, bus zone, taxi zone or disabled parking bay is to be reinstated on completion of works, with all costs to be met by the applicant.

### 3.2.7 Storage

Goods and materials are not to be stored or stacked on the footpath or roadway in the works zone for any extended periods (only for delivery and pickup). Site huts and storage containers are not to be placed in the works zone.

Storage of refuse skips/bins in the works zone is not permitted and they are to be removed when directed by council. All effort should be made to use a truck for removal of debris.

### 3.2.8 Parking

The works zone is only to be used by vehicles that are loading or unloading construction materials and/or equipment. Mobile cranes/concrete pumps and elevating platforms can be parked within this area only for their intended purpose and timeframe.

The area is not to be used for general parking of vehicles.

## 4 Scaffold/gantry approval

### 4.1 Application requirements

#### 4.1.1 Pre-application advice

The applicant is to contact the Assets and Hydraulics Unit to book a pre-application meeting, before lodging the *Application for a Road Work Permit* form. On-site preliminary advice will be given regarding the location, and what impact the scaffold/gantry will have in the proposed area.

#### 4.1.2 Other permits

If the works will be in an approved works zone, a separate *Application for a road works permit* is required for the scaffold/gantry. The structure will only be installed within the approved works zone area.

If scaffold/gantries are to be erected in areas with non-regulated parking bays, a separate *Application for a road works permit* may be required for hoarding. Note that if parking bays are utilised, a temporary construction bay fee will apply. A separate application for a temporary construction bay permit will be required (see 6.1 below).

### 4.2 Conditions applicable for scaffold/gantry permit

These conditions are in addition to those listed in Section 2 above.

#### 4.2.1 Fees

Scaffold or gantries will not be erected until all fees and conditions have been addressed.

#### 4.2.2 Barriers

Water filled barriers are to be placed along the outside of scaffolding as a buffer which will be incorporated as part of the works zone, as per MUTCD3.



#### 4.2.3 Structure certification

A qualified person must certify the structure, and a copy of the certification is to be given to council within 24 hours of the structure completion.

Transportable offices are allowed to be placed on top of a gantry, subject to its certification from a structural engineer. A copy of this certification must be given to council within 24 hours of placement.

#### 4.2.4 Storage

Goods and materials are not to be stored or stacked in the gantry walkway, on the footpath or on the road at any time.

## 5 Hoarding approval

### 5.1 Application requirements

These conditions are in additions to those listed in Section 2 above.

#### 5.1.1 Pre-application advice

Depending on the method and site specifications of the hoarding proposed, a pre-application meeting with council may or may not be required. In general, if any of the following apply, a pre-application meeting will be required:

- The hoarding will impact on pedestrian traffic.
- A traffic management plan is required.
- Structural assessment of the hoarding is necessary (e.g. engineer certification).

If in doubt, contact council to ensure that council doesn't have specific requirements that need to be addressed in the application.

If a pre-application meeting is required, contact the Assets and Hydraulics Unit to book a pre-application meeting, before lodging the *Application for a Road Work Permit* form. On-site preliminary advice will be given to address council requirements for the proposed hoarding.

### 5.2 Conditions applicable for hoarding permit

#### 5.2.1 Barriers

For any barriers surrounding the worksite as a safety measure, the applicant will need to apply for a road work permit if the barriers are to be erected on council controlled land.

#### 5.2.2 Safety

The hoarding must be stable and secure in its entirety, and regularly monitored and maintained.

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## 6 Short-term use of parking bays

### 6.1 Permit to exceed time-limited parking

A permit to exceed time-limited parking may be available for works requiring the use of the road reserve and regulated parking bays for less than two weeks. Apply using the application form on council's [website](#).

This is where tradespersons working in the CBD may need ready access to their work vehicles, which requires them to park in certain locations for longer than the maximum period allowable under the parking laws. In appropriate situations, Council will issue permits authorising tradespersons to park continuously in "1P", "2P" and "4P" parking bays for longer than the advertised maximum time. (No permit is required for 8P parking bays.)

If you need to physically reserve parking bays (e.g. with witches hats), OR if the parking is required for longer than ten business days, a road work permit will be required.

Contact council on 13 48 10 for more information.

## 7 Contact details

For road work permit application enquiries (works zones/scaffolding/gantry), or to book a pre-application meeting, contact the Assets and Hydraulics Unit:

- Phone:** 4727 9275  
**Email:** [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)  
**Visit:** 103 Walker Street, Townsville City

## On-site pre-application check list for setting up a works zone on the road reserve

### Documentation

- [Application for a road works permit](#) (write works zone in description of work). Attach site plan.
- A traffic guidance plan/management plan compliant to [MUTCD3 guidelines](#)
- A Certificate of Currency to cover working in the council controlled road reserve (which includes the footpath). Adequate insurance for higher risk activities.
- Advise businesses which may be affected by this work

### Other permits which could be associated with a works zone

- Hoarding (fencing) if applicable (separate permit)
- Gantry/scaffold permit (separate permit). Copy of certification of gantry/scaffold (once erected/placed) to be given to council within 24 hours.
- Copy of Road Corridor Permit or acknowledgement from Department of Transport and Main Roads if working within 150 m of (or if works will affect traffic on) state-controlled road
- Police permit required for road closures i.e. road closure/part road closure with traffic controllers – this will require a Letter of no objection from council.

### Parking bays

- Parking bay fee to be paid upfront for duration of works zone, excluding weekends and public holidays
- Parking bays incorporated in a works zone to be controlled by the applicant
- Only parking bays along property frontage width to be isolated

### Barriers and devices

- Traffic devices, water filled barriers on road reserve (includes footpath)

### Pedestrian access

- 1.8 m wide ramps to be placed over kerb for pedestrian safety if required (1.5 minimum)
- Pedestrian access through or around the work site is to be controlled.

### Signage

- Works zone signs at each end of proposed area to be set-up by applicant
- Other regulatory signage to be removed or replaced while works zone is in place, and restored by the applicant upon the completion of works

### Restrictions

- Hours of work to be from 6.30 am to 6.30 pm excluding Sundays
- Stacking or storage of materials/industrial bins is not permitted

### Works zone is to be setup for:

- Delivery, loading and unloading of building materials
- Temporary parking of equipment or machinery for construction purposes only

### Cancellation of works zone by council

- The permit can be cancelled by council if the applicant continues to breach the conditions of the works zone permit, or fails to pay the relevant fees and charges for the parking bays.