

## OPERATIONAL WORKS

### What is Operational Work

Operational work refers to 'work, other than building work or plumbing or drainage work, that affects a premises or the use of a premises'.

Operational work may include the following:

- Road and drainage work
- Landscaping
- Stormwater, water and wastewater infrastructure
- Earthworks
- Vegetation clearing
- Domestic driveway crossovers
- Prescribed tidal works
- Installing an advertising device

To undertake works that align with the above, a development permit may be required from Council. The [Table of Assessment in Part 5](#), of the Townsville City Plan identifies the level of assessment for the proposed Operation Works.

To obtain a development permit, you will be required to lodge a development application with Council for assessment.

### What is required to lodge an application?

To lodge a development application, the following materials are required for assessment:

- [DA Form 1](#)
- Drawings detailing the proposed works, which are certified by a Registered Professional Engineer of Queensland (RPEQ)
- Itemised RPEQ-certified cost estimate for the works. This cost estimate is used to calculate the application fee
- Payment of the prescribed application fees, (hotlink)
- Evidence of payment of QLeave Levy where the cost of works exceeds \$150,000 (this is not required at the time of lodgement but prior to making a decision)
- Report addressing the relevant assessment benchmarks of the applicable codes of the Townsville City Plan.

Please note that a well-prepared application will proceed through the assessment process faster. It is crucial to ensure that you have all the necessary items at the time of lodgement, as Council cannot proceed with the assessment process unless these items are included.



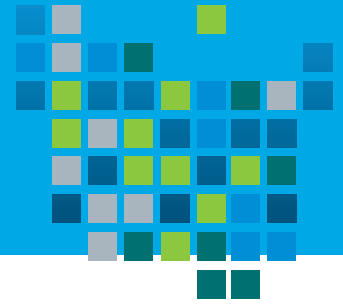
### How to lodge an application

An application can be submitted to Council by one of the following methods:

- [Townsville Online Lodgement System \(TOLS\)](#)
- Email [developmentassessment@townsville.qld.gov.au](mailto:developmentassessment@townsville.qld.gov.au)
- In person at Council's Customer Service Centre, 103 Walker Street Townsville
- Post to Council's PO Box 1268 Townsville QLD 4810.

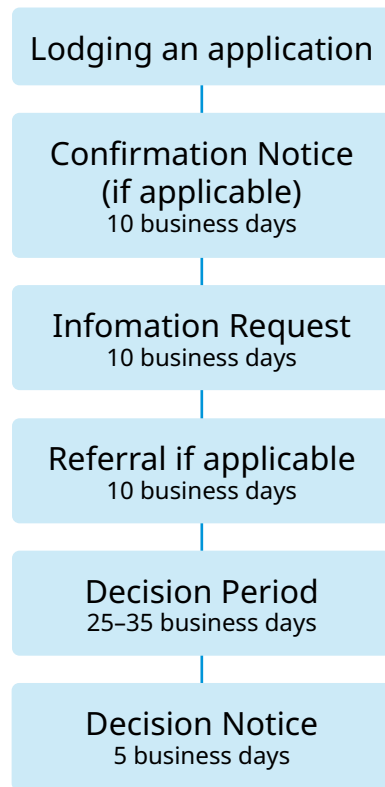
### Development application fee

Fees for assessment and inspection (other than advertising devices) are determined based on the cost of works inclusive of GST. An RPEQ cost certified work estimate must be submitted at the time of lodgement of the application as required. For further information regarding Council's fees and charges please visit the following [document](#).



### Timeframe

The timeframe for an application to be assessed by Council varies by the assessment level. The below illustration demonstrates the legislative timeline for a code assessable application requiring referral.



### What happens after obtaining an approval?

#### Pre-start Meeting

A pre-start meeting is an onsite meeting before any works are undertaken on the development site. The objective of the pre-start meeting is to ensure that all development work is executed per the conditions of the development approval, while minimising any negative effects on nearby properties and the environment.

Pre-start meetings must be arranged with Council's Planning Asset team in advance. To book your pre-start meeting, please contact the field officer assigned to your development at [crminfrastructure@townsville.qld.gov.au](mailto:crminfrastructure@townsville.qld.gov.au) or call 134810.

It is advised that your civil consulting engineer and/or relevant consultant review the pre-start requirements before requesting a pre-start meeting to ensure that all development approval conditions have been met and any essential documentation has been submitted to Council.

#### Maintenance Inspections

The term "on and off maintenance" refers to the completion and compliance with the conditions outlined in development approval and transferring the responsibility for maintenance of constructed infrastructure assets, such as water, wastewater, and stormwater infrastructure, to Council.

#### On maintenance

Once all privately constructed assets, such as water supply, wastewater, and stormwater pipes have been completed and are ready to be transferred to Council, a request for an on-maintenance inspection can be made. This involves completing and submitting Council's [maintenance inspection checklist](#) along with the relevant quality assurance documentation and payment of any necessary fees and security bonds.

After the development works have been inspected and approved for maintenance by Council, the ownership of the assets is transferred to Council, marking the beginning of the maintenance period, which typically lasts for at least 12 months. The applicant is responsible and accountable for rectifying any faults or defects with the development works during this duration.

#### Off maintenance

Once all digital and design plans have been finalised and submitted to Council, you can make a request for an off-maintenance inspection at the end of the maintenance period.

When the works are approved by Council as completed, the ownership and accountability of the assets are transferred Council.

#### Final Completion Inspection

If the works are not required to go on maintenance, at the completion of the works, you are required to book in a final inspection with Council's Technical Officers.