

Local Law 1 - Road Reserve

Subordinate Local Law No 1.15 and 1.16

Works Permit Application Form

2021-2022

Address all communications to
The Chief Executive Officer

PO Box 974, Ayr Qld 4807
T (07) 4783 9800 | F (07) 4783 9999
enquiries@burdekin.qld.gov.au

1. Please complete this application form and sign the declaration on the bottom of the application form.
2. Include all attachments so Council can process your application in a timely manner.
3. Once processed, Council will issue you with an approval to undertake works within the road reserve. Works are not permitted to commence until a permit has been received.

Section 1: Works Type: (Please ✓ or ×)

Commercial Works

- ☐ Temporary Partial Footpath Closure
- ☐ Temporary Full Footpath Closure
- ☐ Install Drainage Pipeline in Road Reserve
- ☐ Install Grid/Gate in Road Reserve
- ☐ Install Water/Sewerage main in Road Reserve
- ☐ Water and Sewerage alignment approved in principle
- ☐ Other

Section 2: Detailed Description of Works: (Please print)

| | |
|-----------------------|--|
| Details: | |
| Proposed Start Date: | |
| Proposed Finish Date: | |

Section 3: Applicant Details / Contractor Details (Please print)

| | | | |
|------------------------------|--|-----------|--|
| Full Name: | | | |
| Company Name: | | | |
| Contact person (for company) | | Position: | |
| ACN: | | | |
| Postal Address | | | |
| Telephone: | | Mobile | |
| Email: | | | |

Section 4: Property Owner / Commercial Details (Please print)

| | |
|-----------------|--|
| Owner Name: | |
| Postal Address: | |

| | | | |
|------------|--|--------|--|
| Telephone: | | Mobile | |
| Email: | | | |

Section 5: Location of works: (Please print)

| | |
|--|--|
| Physical/Street Address: | |
| Real Property / Road Reserve location description: | |
| <input type="checkbox"/> Map attached | |

Section 6: Site Plans / Design Plans

A site plan and relevant design plans/drawing must be supplied (drawn to scale) showing the location of the proposed works in relation to the allotment frontage with all services, structures and trees within the road reserve clearly shown and identified.

☐ Map attached

Section 7: Public Liability Insurance

Please note the contractor completing the work or the owner of the property (if the contractor) is required to hold Public Liability Insurance with a minimum cover of \$20 million, for "anywhere in Australia", a copy of the Public Liability Insurance must be attached to this application.

☐ Certificate of currency attached

Section 8: Traffic Guidance Scheme / Traffic Management Plan

Applications for works which may disturb the flow of pedestrians and/or traffic, and/or require road/footpath closure and/or detours shall require a Traffic Guidance Scheme (TFS) or Traffic Management Plan (TMP) to be designed and implemented by a person that holds a current Traffic Management Design (TMD) qualification. This process must comply with both AGTTM (Austroads Guide to Temporary Traffic Management) and QGTTM (Queensland Guide to Temporary Traffic Management).

☐ Plans attached

Section 9: Below are the minimum standard conditions that apply to a works in road reserve permit. Additional conditions may apply, which will be listed on your approval notice.

- This form relates only to works on or access to, the road reserve.
- The works will be undertaken as per the submitted design plans, the applicant will notify Council prior to any works deviating from the submitted plans.
- The contractor completing the work, or the owner of the property (if the contractor) is required to hold Public Liability Insurance with a minimum cover of \$20 million, for "anywhere in Australia".
- Any works requiring footpath/road closures or disturbing the flow of pedestrians and/or traffic will be undertaken in accordance with the attached Traffic Guidance Scheme / Traffic Management Plan.
- All works are to be constructed so that no hazards are presented to the public.

- The Applicant is responsible for determining the location and depths of all services; All services, in the area of the works, are to be located prior to excavation works commencing. Services that may be in the footpath area can be located by contacting the “Dial Before You Dig” hotline on 1100 or by visiting their website www.1100.com.au. The Applicant must pay the cost to restore any damage caused.
- Once any property access works are constructed, maintenance of the access remains the responsibility of the property owner. Please note that the property owner is required to ensure that the access structure is maintained to a safe and serviceable condition.

Section 10: Supporting Document Checklist (Please ✓ or ×)

Please remember to provide the following supporting documentation when submitting this form

- ☐ Drawings or plans (drawn to scale) of the work to be completed.
- ☐ Site plan to scale showing the proposed work, all public services and road furniture, the road edge or kerb and channel location.
- ☐ Traffic Guidance Scheme or Traffic Management Plan for works requiring footpath/road closure or partial closure.
- ☐ Copy of Public Liability Insurance.
- ☐ For property stormwater drainage, provide details of proposed pipeline drain sizes.

Section 11: Application Fees (Please ✓ or ×)

- ☐ Council Fee estimate provided

Section 12: Deed of Indemnity

In satisfaction of Local Law No. 1 (Administration) 2011, Subordinate Local Law No 1.15 Carrying out Works on a Road, or Interfering with a Road or its Operations 2012, and in consideration of Council allowing the applicant to carry out the activities authorised under the Permit/Licence, I/we (the Applicant) indemnify Council and its representatives against all loss, liability and expense borne of harm that arises directly or indirectly from each of the activities carried out and the works and structures constructed, by me/us as authorised by the Permit/Licence, including all activities carried out, and works and structures constructed, on each road identified in the Permit/Licence.

Section 13: Declaration and Signature

Declaration: I acknowledge that “harm” includes all of or any of:

- Property loss
- Property damage
- Personal injury
- Illness
- And Death:

I hereby apply for a permit to carry out the works described above and if the permit is granted, undertake to adhere to the Conditions of Permit.

| | | | |
|-------------------------|--|-------|--|
| Signature of Applicant: | | Date: | |
|-------------------------|--|-------|--|

Information Privacy Act 2009. Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009 and Burdekin Shire Council Local Law No. 1 (Administration) 2012 and Subordinate Local Law No 1.15 Carrying out Works on a Road, or Interfering with a Road or its Operations 2012. The information collected on this form will only be accessed by authorised Council officers for the purpose of approving this application which will be kept on Council records. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

Office Use Only

| | | | | | | | |
|------------|-----|--------------|--|------------|--|----------------|--|
| Fee Paid | \$ | CSO Initials | | Applic. No | | Prop ID No | |
| Receipt No | | | | Action | | Land ID No | |
| Date Paid | / / | | | Noted | | Function ID No | |