

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. Ensure you sign the declaration at the bottom of this form
4. Post or email the form and attachments to (council@hinchinbrook.qld.gov.au) or PO Box 366 INGHAM Q 4850 or deliver in person at the Council office located at 25 Lannercost Street, Ingham.
5. Pay the prescribed application fee to Council as per the Fees and Charges
6. 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.

| LOCATION OF PROPOSED WORK / SITE ADDRESS | |
|---|------|
| Street Address | |
| Property Description (E.g.) Lot and Plan | |
| APPLICANT DETAILS | |
| Full Name | |
| Postal Address | |
| Email Address | |
| Contact Number | Fax: |
| CONTRACTOR DETAILS (Persons/Company Undertaking Works) | |
| Contact Name | |
| Company Name | ABN: |
| Postal Address | |
| Email Address | |
| Contact Number | Fax: |
| DESCRIPTION OF PROPOSED WORKS | |
| <input type="checkbox"/> Construction of Urban Access (Kerb & Channel Areas Only) <input type="checkbox"/> Construction of Rural Access <input type="checkbox"/> Construction of Footpath Crossover or Driveway (specify construction material e.g. exposed aggregate concrete) Construction Material: _____ <input type="checkbox"/> Installation of Services (details to be attached with application) <input type="checkbox"/> Undertaking Clearing of Vegetation (specify purpose e.g. Fire Hazard Reduction) Purpose: _____ <input type="checkbox"/> Undertake Earthworks <input type="checkbox"/> Stormwater Connection to Kerb or Council Pipe System <input type="checkbox"/> Works or Event requiring partial or full road closure (Traffic Management Plan to be submitted with Application) <input type="checkbox"/> Other (Please specify): _____ | |
| Is this application a condition of a Development Approval <input type="checkbox"/> Yes <input type="checkbox"/> No | |

STANDARD CONDITIONS

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.

- a. The contractor or person carrying out the construction works must have a current public liability insurance policy of no less than \$20,000,000 before commencing the works approved under the Permit issued by Council.
- b. Any interruption to traffic or pedestrian flow with the road reserve requires a Traffic Management Plan. All works on roads must include compliance with Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD) provisions for warning, instructing and guiding road users safely through, around or past work sites on roads including footpaths.
- c. The Applicant will indemnify the Council against any claims whatsoever, including all costs and expenses arising from the works;
- d. Failure to comply with Council's requirements may result in Council taking action and costs charged to the Approval holder;
- e. The constructor is to notify Council's Engineering Compliance and Technical Officer, on Telephone 4776 4605, prior to the commencement of any works and following completion of the works to allow an inspection to be undertaken;
- f. All works are to be constructed so that no hazards are presented to the public;
- g. 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.
- h. This Approval gives no consent for trees, shrubs, or plants to be removed;
- i. Work is to be completed within six (6) months of approval date, unless an extension of time is applied for and granted;
- j. Once access works are constructed to a satisfactory standard, the access will become the property of Council, however 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.
- k. The persons undertaking the works, must minimise the effect of the construction activity on areas of conservation value or cultural heritage significance.
 - i. Hinchinbrook Shire Council must be notified of incidents, which cause or have the potential to cause material or serious environmental harm (as defined in the Environmental Protection Act 1994). This shall be in addition to notifying the Department of Natural Resources and Mines (DNRM), environment section or other administering authority, when required.
 - ii. Hinchinbrook Shire Council, must be notified, as soon as practicable, of meetings with, inspections, audits or visits from representatives of DNRM's environment section or other state government department.
- l. Should any artefacts of cultural heritage significance be located during the works, the Cultural Heritage Coordination Unit of DNRM must be notified, and;
 - i. Identify and clearly mark out any cultural heritage sites to be protected.
 - ii. Cease your activities immediately in the vicinity of the find.
 - iii. Leave any found items undisturbed and erect a temporary barrier to deter access.

DECLARATION

I/We have read and understood the conditions of this permit and undertake to abide by and comply with all the conditions contained within this document.

I/We further undertake to abide by and comply with any special conditions of approval which the Council may impose as part of this approval agreement.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY (Receipting Code 863)

| | | | |
|----------|-------------|------------|-------|
| CASHIER: | RECEIPT NO: | AMOUNT: \$ | DATE: |
|----------|-------------|------------|-------|

The request will not be processed until the prescribed fee has been paid. Payment can be made in person or by post. Credit card payments are also accepted. Contact Council on 4776 4600 for payment or fill out the following details.

CREDIT CARD DETAILS: MASTERCARD VISA

NAME ON CARD:

CARD NUMBER:

EXPIRY DATE:

